SFSP General Program Information

SFSP GENERAL PROGRAM INFORMATION TRAINING DETAILS/REMINDERS

- Please ensure that you have a copy of the SFSP Training Slides, as well as the Training Agenda.
- There is a sign-in sheet that attendees will need to sign each day as *proof of attendance*.
- Lunch will be furnished to attendees. Prior to breaking for lunch, staff will review Conference Center seating locations.
- Please note that smoking is not permitted on the PBRC Campus.

SFSP GENERAL INFORMATION THE LDOE DNS TEAM

Shanna Legier
SFSP Summer Coordinator

Contact info:

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1201 North Third Street Baton Rouge, LA 70802

John Dupre

(Division Director)

Dr. Judy Stracener

(Section Administrator)

Lillie Franklin

(Administrative Program Specialist)

Education Program Consultants (EPCs):

Dana Dauzat

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Wayne Dupre

Janet Dupre

Helen Folks

Babette Lanius

Stephanie Loup

Courtney Neubauer

Brittany O'Bryan

Toya Porter

Trandra Scott

SFSP GENERAL PROGRAM INFORMATION PROGRAM PURPOSE

(SFSP)

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is <u>not</u> in session.

Through this program, free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.

SFSP GENERAL INFORMATION TERMS/ACRONYMS UTILIZED IN TRAINING

- SEAMLESS SUMMER OPTION (SSO)
- SCHOOL FOOD AUTHORITY/AUTHORITIES (SFA[s])
- SUMMER FOOD SERVICE PROGRAM (SFSP)
- SUMMER <u>SPONSOR</u>
- SUMMER <u>SITE</u>
- NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND SCHOOL BREAKFAST PROGRAM (SBP)



SFSP GENERAL INFORMATION SUMMER PROGRAMS: SSO VS. SFSP

SSO

- Only School Food Authorities (SFAs) administering the NSLP/SBP.
- Standard NSLP/SBP reimbursement rates apply for SSO (as approved for the current SY through 6/30).
- NSLP/SBP Meal Patterns <u>must</u> be followed in the SSO.

SFSP

- SFAs, along with governmental entities, universities, and private non-profit (PNP) organizations, may participate.
- SFSP reimbursement rates apply (these exceed traditional NSLP/SBP rates).
- NSLP/SBP Meal Pattern <u>may</u> be followed by SFAs or they may default to the SFSP meal pattern, as other sponsor types use.

Purpose of both programs is to provide free summer meals in low-income areas during traditional summer vacation periods.

SUM 2019:

- ✓ 17 SSO SPONSORS
- ✓ 113 SFSP SPONSORS

SFSP GENERAL INFORMATION FOR ADDITIONAL SSO INFORMATION, YOU MAY VISIT:

- USDA website at the following link:
 https://www.fns.usda.gov/school-meals/opportunity-schools
- 2017 Edition of Seamless Summer Option: Q & A's available at: https://www.fns.usda.gov/sites/default/files/cn/SP09-2017os_reissue.pdf
- LDOE SSO PPT Presentation (2019 Version):
 http://cnp.doe.louisiana.gov/dnamemos/Resources/2019%20SFSP%20
 LDOE%20Seamless%20Summer%20Option%20Training.pdf

The remainder of the presentation(s) will focus specifically on the SFSP. If you would like to learn more about the SSO, please contact the State Agency.

SFSP Sponsor Types

Sponsoring organizations are responsible for the financial and managerial oversight of all SFSP sites that they operate.

Public or Private Nonprofit School Food Authority (SFA)- 73 total in 2019

Public or Private Nonprofit Residential Camp — 2 total in 2019

Public or PNP College or University — 2 total in 2019

Unit of Local, County, Municipal, State or Federal Government — 9 total in 2019

Any other type of PNP organization

- 28 total in 2019

 A sponsor is the entity or organization that provides final oversight over all operating SFSP sites. ◆ Sponsors are responsible for ensuring that all sites under their jurisdiction are operating an approved SFSP in accordance with the most recently approved online application.



The diagram above reflects a sponsoring organization (Sponsor ABC) that intends to operate the SFSP at three (3) separate facilities/sites.

- ◆ <u>A site</u> is the physical location where program meals are served to and consumed by children in a supervised setting.
- ◆ If a given site is preparing meals for multiple other locations and transporting for off-site consumption, a "SFSP Site Submission Form*" needs to be completed for <u>EACH</u> location receiving meals, along with the location that is cooking the meals (if also feeding children at that location).

Essentially, each distinct physical location where children will be fed through the SFSP is considered a site.

* THE SFSP SITE SUBMISSION FORM (WHICH IS NOW AN ELECTRONIC/ONLINE FORM) WILL BE ADDRESSED LATER IN THIS PRESENTATION



- ◆ Once a prospective new SFSP Sponsor has received CNP Online Access, they will be able to access the following forms:
 - ◆ Sponsor-level application one per sponsor
 - ◆ Facility-level application(s) one per proposed feeding site

Sponsors are <u>not</u> approved to provide meals at any given location until the corresponding online facility application for that feeding location has been *approved* through the CNP Website.

SFSP GENERAL INFO

SPONSOR RESPONSIBILITIES



Demonstrate Financial and Administrative Capability



Not be Seriously Deficient



Serve Low-Income Children

These areas will be covered in more detail later in the training.



Conduct a Nonprofit Food Service



Provide Year-Round Service



Exercise Management Control Over Sites



Conduct Pre-Operational Visits



Sign Written Agreements

SFSP GENERAL INFO ADDITIONAL SPONSOR RESPONSIBILITIES

SFSP Sponsors must be able to assume responsibility for the entire administration of the Program.

- Take part in the State Agency's (SA) training
- Locate and recruit eligible sites
- Hire, train, and supervise <u>all</u> SFSP staff and volunteers
- Competitively procure food to be prepared by the sponsor or a vendor for meals to be delivered

Sponsor Responsibilities will be expanded upon even further in a later section.

SFSP GENERAL INFO ADDITIONAL SPONSOR RESPONSIBILITIES

SFSP Sponsors must be able to assume responsibility for the entire administration of the Program.

- Monitor <u>all</u> sites each summer in accordance with the USDA Federal requirements
- Prepare (verify accuracy of supporting records) claims for reimbursement
- Ensure that the sites are sustainable
- Maintain all program documents for 3 years, plus the current year

Sponsor Responsibilities will be expanded upon even further in a later section.

For organizations not yet ready to take on the responsibilities required of a sponsor, participation as a site under an existing sponsor is the best option.

This is the most effective way to prepare an organization to become a sponsor in future years.

SFSP GENERAL INFO ADDITIONAL CONSIDERATIONS

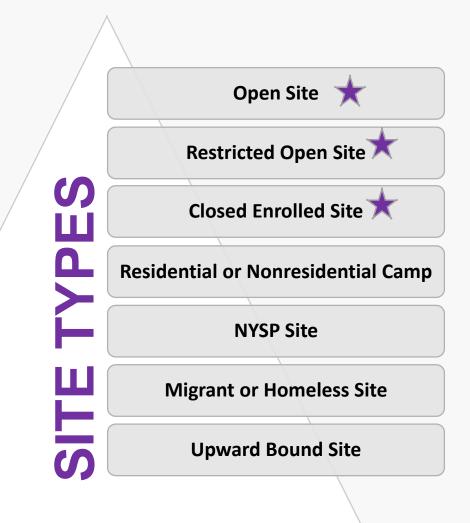
SFSP GENERAL INFO SITE TYPES

Who participates free of charge?

Children 18 and under

Do all site types qualify for free meals in the same way?

No





SFSP GENERAL INFO SITE TYPES - DEFINED

Open Sites:

• An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program.

Restricted Open Sites:

 The purpose of the restricted open site designation is to allow sponsors that want to operate an open site to restrict or limit site participation due to reasons of space, security, safety, or control.

Closed Enrolled Sites:

• A closed enrolled site offers meals to a specific group of low income children. The children must be enrolled in the program in order to receive a meal.

Residential/Nonresidential Camps:

• Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children.

SFSP GENERAL INFO SITE TYPES - DEFINED

NYSP Sites:

 An NYSP is a site at a college or university participating in the National Youth Sports Program.

Migrant Sites:

 A Migrant Site primarily serves children of migrant workers and is operated by those with appropriate certification from a migrant organization.

Homeless Sites:

• A Homeless Site is at an Institution which supports homeless children in temporary residential settings.

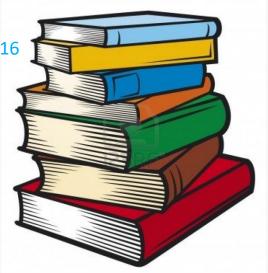
Upward Bound Sites:

 Upward Bound is a federally-funded TRIO program established to help high school students overcome social, academic, and cultural barriers to higher education.
 Upward Bound seeks to first help students achieve academic success in and to graduate from high school, and secondly to encourage enrollment and persistence in post-secondary education. Please familiarize yourself with these handbooks

USDA SUMMER HANDBOOKS

◆ Administrative Guidance for Sponsors 2016

- ◆ Monitor's Guide 2017
- ♦ Nutrition Guidance for Sponsors 2018
- ◆ Site Supervisor's Guide 2017



THE MOST UP-TO-DATE VERSIONS OF THESE USDA SUMMER HANDBOOKS CAN BE FOUND AT THE LINK PROVIDED BELOW



USDA SFSP REGULATIONS

7 CFR PART 225

- ◆ Subpart A General
- ◆ Subpart B- State Agency Provisions
- ◆ Subpart C- Sponsor and Site Provisions
- Subpart D- General Administrative Provisions





All Prospective New *and* Returning Sponsors should be familiar with the SFSP Regulations.

SFSP Regulations can be found in the SFSP Resource section of the website.

From the home page of the CNP website (http://cnp.doe.louisiana.gov), click on memos/resources (under log-in) http://cnp.doe.louisiana.gov), click on memos/resources (under log-in) http://cnp.doe.louisiana.gov), click on memos/resources (under log-in) http://cnp.doe.louisiana.gov), click on memos/resource Program to access the SFSP Resource portion of the website.

SFSP Overview



SFSP OVERVIEW PROGRAM PURPOSE

 The SFSP provides nutritious meals to needy children during the summer months when schools are normally closed and the National School **Lunch and School Breakfast Programs are** not in operation.



SFSP OVERVIEW PROGRAM ADMINISTRATION

- The SFSP is administered through an agreement between:
- United States Department of Agriculture (USDA), Food and Nutrition Services (FNS)



and





Louisiana State Department of Education (LDOE)

SFSP OVERVIEW ASSISTANCE AVAILABLE TO SPONSORS

 Cash per meal reimbursements are provided to SFSP sponsoring organizations through the CNP Website's Claim for Reimbursement feature.

 USDA Donated Foods (commodities) are available for select SFSP sponsoring organizations.

Via the LA Department of Agriculture & Forestry (LDAF)

• Signed, Written Agreement - required annually



To access contact information, as well as <u>current</u> application information for LDAF, please visit the SFSP Resource section of the CNP website (under subheading Louisiana Department of Agriculture)

SFSP OVERVIEW ASSISTANCE AVAILABLE TO SPONSORS

 Per the SFSP Regulations, at 7 CFR Part 225.9(b), sponsors eligible to receive commodities under the Program include:

- Self-preparation sponsors;
- Sponsors that have entered into an agreement with a school or local SFA for the preparation of its meals; and/or
- Sponsors which are SFAs that have competitively procured Program meals from the same Food Service Management Company (FSMC) from which they competitively procured meals for the NSLP during the last period in which school was in session.

For more information, please contact the LDAF at (225) 922-1319.

SFSP OVERVIEW ASSISTANCE AVAILABLE TO SPONSORS

The cash per meal reimbursements (through submission/payment of SFSP Claims for Reimbursement) and any possible SFSP advances received are available to ASSIST sponsors with the:

- ◆ Cost of providing USDA-approved meals and/or snacks
- Allowable operating and administrative costs

SFSP OVERVIEW WHO IS ELIGIBLE TO PARTICIPATE?

(IMPORTANT INFORMATION)

- Children ages 18 years and under AND/OR
- A person 19 years of age and over who meets both criteria* below:
 - 1. Has a mental or physical disability * (as determined by a State or local educational agency)

<u>AND</u>

2. Participates during the school year in a public or private nonprofit school * program (established for the mentally or physically disabled

SELECTING YOUR SITE(S)

◆ Because sponsors must assume administrative and financial responsibility for total SFSP operations at <u>all</u> sites under their supervision, the following should be considered when selecting sites:



- ◆ 1. Administrative Capability
- ◆ 2. Accessibility
- ◆ 3. Meal- Friendliness
- ◆ 4. Site Activities
- ◆ 5. Volunteer Base



SFSP OVERVIEW SELECTING SITE TYPE(S)

* Use Area Eligibility Data

- ◆ Open*
- ◆ Restricted Open*

◆ Closed- Enrolled

Now requires F/R meal application data in order to establish eligibility



A good overview of the site types [and methods for establishing site eligibility] can be found in the Administrative Guidance for Sponsors SFSP Manual.

If you need further assistance, please contact the State Agency.

SFSP OVERVIEW SITE MEAL TYPE OPTION/COMBINATIONS

At open, restricted open, and closedenrolled sites, sponsors may serve a maximum of two meal types per day, utilizing any meal combination displayed to the right of this slide (note that lunch and supper may not be chosen as the selected two types).

Can differ from one site to the next.

Allowable Meal Combinations *

- Breakfast only
- Lunch only
- Supper only
- Snack only
- ◆ Lunch and snack
- Breakfast and lunch
- Breakfast and snack
- Supper and snack
- Two snacks





SFSP OVERVIEW MEAL SERVICE – LENGTH/TIMING

Length of Meal Service

In accordance with SFSP Federal Regulations at 7 CFR Part 225, there are maximums in place for meal service.

These are as follows:

- \rightarrow Breakfast 1 hour
- → Snack/ Supplement 1 hour
- → Lunch / Supper 2 hours

Timing of Meals

Further, in accordance with Regulations, program operators must ensure that a minimum of three (3) hours elapse between the start of one meal service (including snack) and the start of the next.

In the case of sites where both lunch and supper* are served (with no snack in between), a minimum of four (4) hours must elapse between the start of each.

* Camp (residential and non-residential), migrant, and Upward Bound sites qualify for a maximum of three meal types per day, which may include both lunch and supper. 31

SFSP OVERVIEW CAMPS AND MIGRANT SITES



 With state agency approval, camp or migrant site sponsors may serve up to three meals each day or two meals and one snack.

Allowable Meal Combinations

- Breakfast, lunch, and supper
- ◆ Breakfast, lunch, and snack
- ◆ Lunch, supper, and snack
- Any combination of meals or snacks that is less than the maximum number allowed

SFSP OVERVIEW MOBILE FEEDING MODEL

- Even with careful planning, reaching children may still be difficult.
- Mobile feeding may be an option that you wish to explore.
- This occurs when a truck or bus delivers food to locations on a set delivery route targeting areas where children will be congregated.*
- May include allowing children to board the bus/vehicle to consume meals.
- With this model, <u>congregate</u> feeding is still required and there must be a site supervisor present during the entire meal service.

* LDOE DNS and LDH will need to know the <u>exact</u> route [i.e. all stops (addresses) where children will be fed] that the mobile feeding bus/truck will take. Please be sure to contact both LDOE and LDH with notice provided well in advance if you wish to utilize mobile feeding.



SFSP OVERVIEW MOBILE FEEDING MODEL: REMINDERS

- Time / temperature control becomes even **more** essential as food is transported to designated locations in your parish.
- A designated Point of Service (POS) is still <u>required</u> and the same types of documents are needed to support meals served.
- The prescribed meal pattern must still be met.
- OVS* is an option, though pre-bagged meals are more often utilized (generally, OVS is not used with mobile feeding model).
- ADP must still be reported to the SA through the online system, with revisions made to ADP as the need arises.

*OVS = Offer versus Serve.

This option will be discussed in more detail further in the presentation

SFSP OVERVIEW MEAL SERVICE PREPARATION – OPTIONS

- How will your site receive/prepare meals?
 - Self-operation (self-op)– cooking on-site?
 - Satellite location receiving meals from sponsor's central kitchen?
 - Enter into an agreement with a local SFA/sponsor to furnish meals
 - Enter into an agreement with a Food Service Management Company (FSMC) –
 which will supply staff and meals for site(s)?
 - Enter into an agreement with a vendor for providing prepared meals only –
 with sponsor utilizing own staff for the SFSP?

^{*} Proper Federal, State, and/or local procurement regulations must be adhered to at all times when seeking a food provider (including the process of utilization of vended meals and/or a FSMC).

SFSP OVERVIEW MEAL SERVICE PREPARATION —SELF-OP MODEL



Self-Op = most common site meal service option utilized.

Sponsors who prepare their own meals [on site or in a designated central kitchen] are responsible for choosing staff, including a food service manager, food production staff, and general kitchen help.

The number of food service employees needed will depend on the number, type, and complexity of meals prepared.

In Summer 2019, about 80% of approved SFSP sites were self-op sites.



SFSP OVERVIEW MEAL SERVICE PREPARATION —SELF-OP MODEL

It is *essential* for sponsors who utilize a self-op program to fully communicate all staffing details with the LDOE and provide the most up-to-date staffing plans (via the online SFSP application).

LDOE approves site- and sponsor-level staffing plans annually (and, as needed, throughout program operations) via submission of the sponsor and/or facility application(s).



SFSP OVERVIEW MEAL SERVICE PREPARATION —SELF-OP MODEL

Below is a general guide for a program serving lunches and snacks

Number of Meals	Hours of Labor	Staff Needs
1 to 50	6 to 8	1 full-time (FT) employee
51 to 100	8 to 10	1 FT employee * 1 part-time (PT) employee **
101 to 200	12 to 20	2 FT employees * 1 PT employee **
201 to 300	20 to 24	3 FT employees * 1 PT employee **

^{*} These FT employees can be scheduled for only the hours they are needed and may not be required to work an 8 h day.

Range of hours varies based on skills of FS employees + the amount of convenience foods on the menu. If site serves breakfast, add 1 h of labor for every 50 breakfasts prepared.

^{**} These PT employees may be optional or as needed, based on menu requirements.

SFSP OVERVIEW TIPS FOR SELECTION OF SFSP STAFF

- Determine number of staff needed, based on projected program.
- Use qualified volunteers, whenever possible. The local school system and/or food bank may be able to provide info on volunteers.
- Remember all Food Service (FS) employees must meet health standards set by local and State health authorities.
- Develop job descriptions for each FS position.

SFSP OVERVIEW PUBLICIZING YOUR PROGRAM

Annual SFSP Media/News Release

- Once sites are identified, families need to be made aware of the open/restricted open site locations and the availability of meals (using media outlets). This is especially important for "open" sites.
- LDOE DNS provides sponsors with a customized listing of their sites that can be auto-generated through the CNP website once the online application package has been *submitted* for approval. *This auto-generated document can then be proofed by the sponsor and sent forward to local media for publicizing the program.*

This feature is available under the <u>Applications</u> link (in Summer Feeding tab)

→ under "Letters" → then "Media Release – Open".

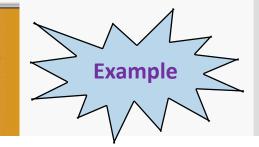
SFSP PROTOTYPE MEDIA RELEASE



Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market



Lunch 12:15 PM - 1:45 PM

Breakfast 7:30 AM - 8:30 AM

Lunch 11:30 AM - 1:00 PM

News Release Open Sites

The East Baton Rouge Parish School System is participating in the Summer Food Service Program. Meals will be provided to all eligible children without charge. Acceptance and participating requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows:

e sites and times as follows:

Site & Address

Operating Dates & Days

Meals & Times Served

6/26/2017 to 7/27/2017

5/30/2017 to 7/28/2017

Monday, Thursday

Monday - Friday

Monte Sano Head Start Center 3002 East Mason Street Baton Rouge LA 70807

Shiloh Baptist Early Learning Academy 185 Eddie Robinson Drive Baton Rouge LA 70802

- Treview Applications
- Sponsor Application
- Facility Application
- Letters Media Release -Enrolled ►
- Media Release Open Health Inspection
- Active Packages
- Site Addition
- Claims
- Terminate Accounts
- Program
- Administration
- Site Search
- Sponsor List
- Log Out

1

This SFSP Media Release feature is available under the Applications link (in Summer Feeding tab) → under "Letters" → then "Media Release".

Sponsors with only CE-sites are not required to publicize to the extent that sponsors of open sites must

There are <u>two</u> template options that users may select from depending on whether they are hosting "open and/or restricted-open" sites versus "closed-enrolled" sites. Please select the appropriate option for your program.

SFSP OVERVIEW PUBLICIZING YOUR PROGRAM THROUGH USE OF KICK-OFF EVENTS

- An event that sponsoring organizations may host to announce the availability of the SFSP to the public
- Generally hosted <u>prior</u> to the start of the SFSP
- Can be also hosted mid-program to encourage continued participation

Please notify the State Agency (SA) of any SFSP Kick-off Events that your organization may be anticipating offering prior to the start of the 2020 SFSP, as USDA requests this information!







SPONSOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

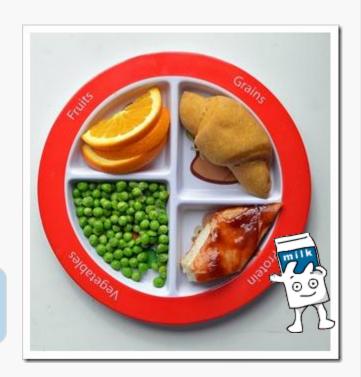
- Providing <u>nutritious</u>, <u>reimbursable</u> meals to <u>eligible</u> children
- Managing the program in accordance with Federal & State regulations
- Operating a <u>non-profit</u> food service program

Please be reminded of the following Federal Regulations:

> 7 CFR Part 225 2 CFR Part 200

LA SANITARY CODE:

https://www.doa.la.gov/osr/LAC/51V01/51.doc



SPONSOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Operating sites in compliance with the LA Sanitary Code.
 - Sponsors <u>must</u> hold for each SFSP site—a current and valid Permit to Operate from the LA Department of Health [LDH] (in place prior to the start of operations)
- Maintaining and providing adequate program (source) documentation upon request (3 years + current year)
 - → Indication of 'where' these documents will be maintained is reported annually by all SFSP sponsors in their online application

Failure to comply can result in loss of program benefits and participation



SPONSOR RESPONSIBILITIES PROVIDING REIMBURSABLE MEALS

Meals served <u>must</u> meet USDA requirements. Reimbursable meals must:

- Meet SFSP meal patterns (or NSLP/SBP meal pattern, if utilized)
- Meet state and local health standards
- Be served to eligible children
- Not exceed 2% of total reimbursable first meals when served and claimed as second meals (further explained on next slide)
- Be served according to federal and state regulations and requirements
- Be supported by accurate meal service records

Please refer to the "Nutrition Guidance for Sponsors" USDA Program Guidance for more detailed information at the following web link: https://www.fns.usda.gov/sfsp/handbooks

SPONSOR RESPONSIBILITIES CLARIFICATION ON 2ND MEALS

Complete second (2nd) meals <u>may</u> be eligible for reimbursement in the SFSP.

ABC Elementary

Lunch meal service details (May 2019)

Approved Site ADP = 250

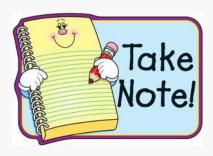
Sponsors should never overproduce meals with the *intent* to serve 2nd meals.

However, when leftovers are available and not able to be stored for later use, they may be served as 2nd meals.

Lunches Served in May 2019 (ABC ELEMENTARY)				
Date	1st meals served	2 nd meals served		
5/20/19	200	5		
5/21/19	200	3		
5/22/19	205	2		
5/23/19	215	0		
5/24/19	220	0		
5/28/19	230	0		
5/29/19	240	5		
5/30/19	245	0		
5/31/19	245	0		
<u>Totals</u>	2,000 (1 st meals)	15 (2 nd meals)		
2,000 1 st meals x 0.02 (2%) = 40.0 or 40 2 nd meals				

SPONSOR RESPONSIBILITIES CLARIFICATION ON 2ND MEALS

- For any second meal to be reimbursable, all meal components for that meal must still be present and offered to the child (regardless of OVS election).
- The child can then make the determination as to whether they wish to decline one or more offerings (when OVS is in place).



SPONSOR RESPONSIBILITIES PROVIDING REIMBURSABLE MEALS

LDOE and USDA staff will disallow reimbursement for meals served if they do not meet the established criteria previously discussed.



SPONSOR RESPONSIBILITIES FEDERAL AND STATE REGULATIONS

 All SFSP Sponsoring Organizations must attest, annually, as part of the SFSP Online Application, that they will follow all applicable Federal and State Regulations.

		Agreement Statement Ir	nformation	
Sha	anna Legier agreed to the following statement:	Date Agreed On: 1/27/2020	Agreement Type: SFSP Agreement	Program Year: 2020
The Institution certifies by submitting this online form that the Institution's principals a assigned to work with the Summer Food Service Program (SFSP) have reviewed and thoroug SFSP Manuals and Handbooks, and the SFSP Online Training Modules that may be accompanied by the CNP Sponsor				
•	Once the Sponsor user ag	grees to the		Application
	attestation statement, it	becomes a perma	anent portion	

• Note that LDOE DNS only grants two (2) individuals with the authority to agree to these statements (Head of the Organization and Authorized Rep).

of the SFSP Sponsor-level online application.

SPONSOR RESPONSIBILITIES OPERATE A NON-PROFIT FOOD SERVICE

Per the Administrative Guide for SFSP, a sponsor is operating a non-profit FS...

"if the food service operations are principally for the benefit of participating children and all of the Program reimbursement funds are used solely for the operation or improvement of such food service. This does not mean the Program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a non-profit food service." ... later in this training, we will review "Allowable" vs. "Unallowable" costs to the program.

7 CFR Part 225.14

As a SFSP sponsor, it is the responsibility of those named as principals to the organization to:

- Oversee the operation of all areas of the program.
- ◆ Oversee all financial and administrative portions of the program.

SPONSOR RESPONSIBILITIES CONTINUED

Other sponsor responsibilities include:

- Staff training (annually-conducted)
- Monitoring of program operations
- Timely submission of accurate claims for reimbursement

SPONSOR RESPONSIBILITIES STAFF TRAINING

- All staff (central office and site-level [both paid and volunteer]) must be given sufficient training annually in order to correctly perform their job functions.
- The program cannot begin until personnel have attended at least one training session.
- If your staff is not able to properly document and conduct the program, reimbursements can be denied or reduced.

Be sure to <u>maintain</u> training sign-in sheets with an agenda and/or overview of topics covered!



SPONSOR RESPONSIBILITIES STAFF TRAINING

* At least one of the sponsor's administrative staff will provide training throughout the summer to ensure that site administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities.

*Site staff will be trained on the topics indicated in the current USDA Administrative Guidance Manual prior to operation of the sites.

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-	63	

Yes

Торіс	Date
Civil Rights	5/5/2014
Duties of a Monitor	3/18/2014
Menu Pattern Requirements	5/5/2014
Site Operations	5/5/2014
Recordkeeping	5/5/2014
Site Eligiblity	5/5/2014
Purpose of Program	5/5/2014

When reviewing
Online SFSP
applications, LDOE
DNS Staff will
compare training
dates against the
program start date
to ensure that
training has been
provided before
program
operations begin.

Screenshot from online sponsor-level application

SPONSOR RESPONSIBILITIES:

MONITORING OF PROGRAM OPERATIONS

- As the key link between the sponsor and the site personnel, monitors must make sure that the sites operate in accordance with program guidance and requirements.
- As the sponsor's representative, the monitor(s)
 must develop and maintain open
 communications and cooperative relationships
 with site supervisors and staff.
- Monitors will also work with the site staff to <u>correct</u> any problems and provide additional training as necessary.

To meet Program monitoring requirements, USDA recommends no less than one monitor for every 15 to 20 sites in urban areas.

The number of monitors necessary for <u>rural sites</u> may increase depending upon the geographic area to be covered.

SPONSOR RESPONSIBILITIES ADMINISTRATIVE (ADMIN) STAFF TRAINING

Administrative Staff generally includes:

office staff (assistants, clerks, bookkeepers, and secretaries), area supervisors, and, most importantly, *monitors*.

- 1. Provide general explanation of the program, emphasizing:
 - Purpose of the program;
 - Site eligibility;
 - Recordkeeping requirements;
 - Organized site activity;
 - Meal requirements;
 - Nondiscrimination compliance; and
 - Outreach.



ADMINISTRATIVE STAFF

SPONSOR RESPONSIBILITIES ADMIN STAFF TRAINING

2. Describe how program will operate within the framework outlined in USDA's Administrative Guidance book:

 How meals will be provided (delivered vs. cooked on site);

The delivery schedule (if applicable); and

What records are kept and what forms are used.





SPONSOR RESPONSIBILITIES

ADMIN STAFF TRAINING

3. Outline the specific duties of monitors, including:

- Conducting site visits/reviews;
- Sites for which they are responsible;
- Monitoring schedule;
- Reporting procedure;
- Follow-up procedure; and
- Office procedures.

ADMINISTRATIVE STAFF (CONT'D) See **Attachment 15** in the USDA **SFSP Admin Guidance For Sponsors Booklet** 59

https://www.fns.usda.gov/sfsp/handbooks

SPONSOR RESPONSIBILITIES PROGRAM MONITOR STAFF TRAINING

In addition to the general training requirements for administrative staff, training should outline the specific duties of monitors:

Sites for which they will be responsible;

- Conducting site visits/reviews;
- Monitoring schedules;
- Reporting/recordkeeping procedures;
- Follow-up procedures;
- Office procedures;
- Local sanitation and health laws;
- Civil rights;
- Reporting of racial/ethnic data; and
- Considerations for personal safety, if necessary.

See
Attachment
16 in the SFSP
Admin
Guidance
booklet

https://www.fns.usda.gov/sfsp/handbooks

SPONSOR RESPONSIBILITIES PROGRAM MONITOR STAFF TRAINING

Monitors are responsible for:

- Making sure that sites maintain adequate records and that the program is operating in accordance with the requirements. Conducting supplemental site training, as necessary.
- Conducting <u>pre-operational visits</u>*, as well as <u>first week visits</u>*.
- Reviewing Food Service operations of ALL assigned sites within the first four (4) weeks of operation* to thoroughly examine and assess meal service. This is done via the "Site Review Form".

https://www.fns.usda.gov/sfsp/handbooks

SPONSOR RESPONSIBILITIES: PROGRAM MONITOR STAFF TRAINING

Monitors are responsible for:*

- Reconciling any discrepancies in meal counts and records with the site supervisor.
- Suggesting corrective action (CA) to the site supervisor for problem areas.
- Revisiting sites for follow-up as necessary to ensure CA has occurred.
- Preparing reports of site visits and reviews and ensuring that copies of the reports are included in an official file for each site.
- Informing the sponsor about problems found at a site and ensuring that CA is completed, documented, and maintained/followed going forward.

* Monitors are usually also the staff member responsible for completing the Racial and Ethnic Data Form that must be completed annually for each SFSP site during its operation of the program.

SPONSOR RESPONSIBILITIES: RECAP OF MONITORING VISITS/REVIEW

◆ Preoperational Visits (before operation begins) - 1 page document

Completed for new sites and those that experienced operational problems the previous year before the site may begin operations.

◆ Site Visits (1st week of operation) – 1 page document

Completed in first week of operation – for all sites. Please note that monitoring visit flexibilities granted in prior years are no longer available to sponsors. Therefore, the 1st week visit must now be done for ALL operating sites (unless sponsor waiver exists).

◆ Site <u>Reviews</u> (1st four weeks of operation) – <u>3 page document</u>

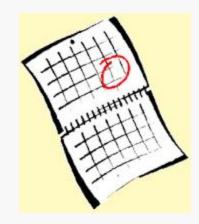
<u>All</u> sites must be reviewed at least once during the first four weeks of program operations.

If a site operates less than four weeks (even if only one week [or less]), a review still must be conducted. Observance of delivery or preparation of meals, service of meals, children eating the meals; cleanup after meals; and completion of meal count paperwork.

As a monitor, you must <u>document</u> everything on the site visit/review form, including technical assistance and training you provide.

WHEN A FOLLOW-UP MONITORING VISIT/REVIEW IS NECESSARY

• Follow-up Visits: Sponsors must conduct follow-up visits for any serious deficiencies that were identified during a site visit (pre-op/1st week) or site review (first 4 weeks) to ensure that permanent corrective action has been implemented.



<u>NOTE</u>: The monitor's signature is required on **each** of the monitoring forms. Additionally, the site supervisor's signature is required on the 1st week & first 4 week forms. To be considered <u>complete</u>, all required signatures (and responses) must be listed on the form(s).

Please be sure that *only those* individuals approved as monitors on the online sponsor application are performing these visits/reviews. If changes are needed mid-program, these should always be handled through submission of online form revisions.

SPONSOR RESPONSIBILITIES SITE-LEVEL STAFF TRAINING

Sponsor's training should cover the following areas at a minimum:

- 1. General Explanation of the Program
- 2. Description of how the site will operate (different areas need to be covered pending on meal service option used)
- 3. Explanation of recordkeeping requirements (which documents must be maintained and when to submit to monitor or to central office)
- 4. Outline of the monitor's responsibilities
- 5. Explain Civil Rights requirements
- 6. Explain other miscellaneous policy (specific to SFSP organization)

See Attachment <u>17</u> in the SFSP Admin Guidance booklet

SPONSOR RESPONSIBILITIES: RECAP OF THIS SECTION

Be reminded that sponsors are responsible for the following:

- 1. Providing reimbursable meals
- 2. Managing the program in accordance with all applicable Federal and State Regulations
- 3. Operating a non-profit Food Service
- 4. The operation of all areas of the program
- 5. The final financial and administrative portions of the program
- 6. Training of all SFSP staff
- 7. Monitoring of sites, in accordance with the latest guidance
- 8. Timely and accurate submission of claims for reimbursement

During reviews of programs, it is ultimately the sponsor's responsibility to ensure compliance at all participating sites, ensuring that any necessary corrective action (CA) is completed and maintained on an ongoing basis.

PLANNING YOUR SFSP

IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER:



- How many children they will be feeding on average every day (= ADP*)?
 This impacts food purchases, staffing needs, etc.
- ♦ How long they plan to operate the program?
 (i.e. only in the month of June [total of 20 op days] vs. late May- early August [50 op days])
- ◆ How many staff members, both operational (site-level) and administrative (sponsor-level), will it take to run the program?

ADP* = Average Daily Participation

This number will be assigned at each site (via the online CNP application) for each meal service offered to children. It can be viewed as the maximum # of children the site anticipates feeding on a daily basis at each site.

The CNP website does **not** permit a sponsor to claim more than the approved ADP at the corresponding site on any given day.

PLANNING FOR THE PROGRAM SPONSORS SHOULD CONSIDER:



- How much will it cost to implement the program: food costs, applicable staff salaries, and other operational and administrative costs (carefully plan your budget)
- How much of the costs can be recovered with program reimbursement: Site level reimbursements differ by site types [vended vs. self-op] and reimbursement rates also differ by meal type offered [lunch/supper > breakfast > snack])
- ◆ Timing of reimbursements: Reimbursements are requested after a claim period has passed. The sponsor must have sufficient funds on hand to cover operational and administrative costs of the program. These may be due before the sponsor receives payment from the first claim.
 - * Reimbursement is based upon the number of reimbursable meals (1st meals) served to eligible children that were recorded, which is **not** the same as the number ordered or prepared

IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER: PARTICIPATION

First step in program planning/budgeting: Estimate your ADP.

- ◆ Sponsors will not be able to claim any meals that exceed the approved ADP unless a site application revision is submitted and approved through the CNP website
- ◆ Please contact the LDOE DNS as soon as you notice that your approved ADP may (or has been) exceeded.

The ADP is reflected in each facility application that the sponsor completes



IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER: PARTICIPATION

- ◆ Estimating each site's ADP helps sponsors determine the program budget line item costs (meals, labor, and other program costs)
- ◆ ADP essentially "drives" the program budget
- ◆ ADP numbers enable sponsors to calculate their potential reimbursement for the upcoming program*

*Anticipated reimbursement is determined by multiplying the total anticipated sponsor-level ADP <u>per</u> meal service type by the total # of operating days for each applicable meal type and the applicable set reimbursement rate).

Meal	Meals Served	Administrative	Operating	Total
Breakfast	14700	\$2,682.75	\$27,048.00	\$2 9,730.75
Lunch	14700	\$4,924.50	\$47,187.00	\$52,111.50
	Totals:	\$7,607.25	\$74,235.00	\$81,842.25

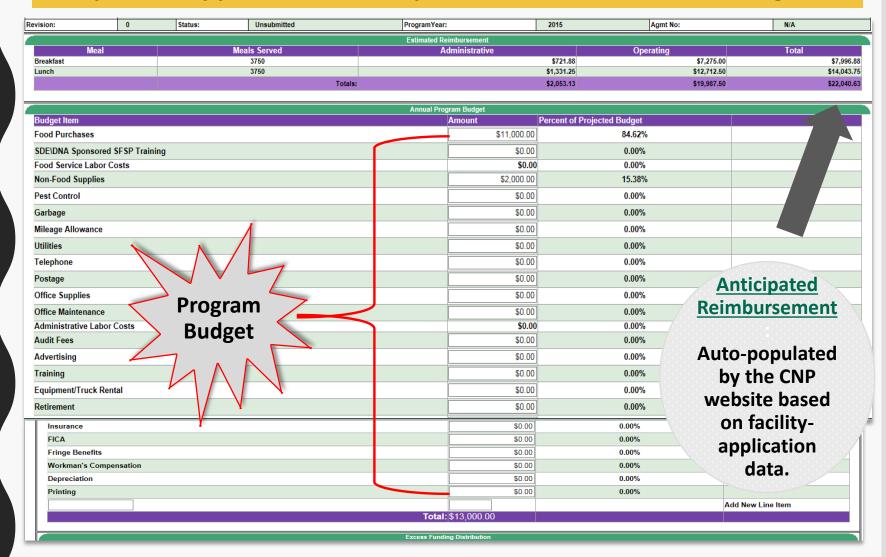
*The CNP Online Application System calculates "anticipated" total program reimbursement.

Reporting of realistic ADPs is very important if the sponsor wishes to receive a true estimate of anticipated program reimbursements.



IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER: PARTICIPATION

Sponsor Application –Anticipated Reimbursement & Budget



IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER: PARTICIPATION

- ◆ Each year, SFSP Sponsoring Organizations must submit an online application for the SFSP, which includes:
 - → One sponsor-level online application
 - → One facility-level online application, per SFSP site

The planned program is not approved by the state agency until the online application reflects an "approved" status

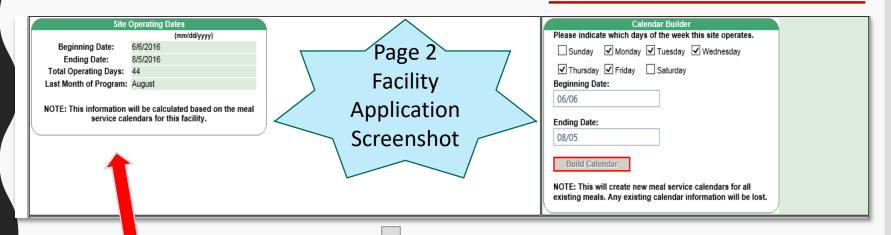
 Once a sponsor has established the number of children it anticipates feeding each day for each meal service, the next step is deciding how long the program will operate.



• This must be determined both at the sponsor level and at the site-level (as the number may differ for the two).

- ◆ There is a calendar feature in each online <u>Facility-level</u> application which automatically calculates the number of operating/serving days for each SFSP site.
- ◆ Sponsors must enter their beginning and ending dates for each site and select the days of operation (M-F or M,W,F). At that point, the sponsor will build their calendar for each meal service they offer.

Calendar Builder Please indicate which days of the week this site operates. Sunday Monday Tuesday Wednesday Thursday Friday Saturday Beginning Date: 06/06 Ending Date: 08/05	The Calendar Builder can be found on Page 2 of each Facility Application
NOTE: This will create new meal service calendars for all existing meals. Any existing calendar information will be lost.	Application 75



Prepopulated once each facility application's calendar(s) is/are built.

				J								В	rea	kfa	st												
Begin Time							End Time					ADP			Сар												
		5:0	0 AI	N				5:1	15 A	M			10	00		N	Α			Edit				De	lete		
Mea	leal Service Calendar																										
May 2014							June 2014					July 2014						August 2014									
Su	Мс	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
				1	2	3										1	2	3	4	5						1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
							29	30													31						

 Once each facility application has been completed and saved, the total length of the program (total # operating days, including all sites) will be computed/reflected in the sponsor-level application.

◆ This is important to note as sites may have different days (I.E. M, W, F vs. M-F) and dates (6/4-6/29 vs. 5/28-7/27) of operation. The sponsor app will reflect the *grand total* of operating days for the program.

| (mm/dd/yyyy)
| Beginning Date: 5/23/2017
| Ending Date: 6/30/2017
| Total Operating Days: 29
| Last Month of Program: June

NOTE: The sponsor calendar is calculated based on the facility applications for this sponsor. For an unsubmitted sponsor application, all approved and unsubmitted facility operating calendars are used to derive the sponsor calendar. For an approved sponsor application, the operating calendar reflects only the approved facility applications at the time of approval.





Site Operating Dates						
	(mm/dd/yyyy)					
Beginning Date:	6/5/2017					
Ending Date:	6/30/2017					
Total Operating Days:	20					
Last Month of Program:	June					
	will be calculated based on the meal endars for this facility.					

Once ADP and number of operating days have been established for each site, the next step is to look at what your projected costs will be in order to finalize the program budget.



TWO CATEGORIES OF SFSP COSTS:

Operating Costs –

Those expenses directly related to providing the meal service.



◆ Administrative Costs –

Those expenses directly related to administering or managing the program.

All Sponsors MUST familiarize themselves with allowable program costs.

If ever in doubt of the acceptability of a given expense,

please contact the LDOE DNS for assistance.

ALLOWABLE OPERATING COSTS

- Food costs *
- Site labor costs
- ◆ Rent and utilities for kitchens/sites, (disclosure of less-than-arms-length transactions is required)
- Nonfood supplies (cleaning supplies, trash bags, etc.)
- Equipment rental
- Pest control
- ◆ Telephone
- Waste disposal

* This area will be covered in more detail later in the training presentation

As approved in the current year (CY) SFSP Online Application

ALLOWABLE ADMINISTRATIVE COSTS

- Administrative salaries
- ◆ Travel for SFSP Purposes
- ◆ Telephone
- Office supplies
- Administrative office utilities (pro-rated, as needed)
- ◆ Administrative office rental (disclosure of less-than-arms-length transactions is required)
- ◆ Audit costs (if required to receive an audit of the Federal program[s])

As approved in the current year (CY) SFSP Online Application

EXAMPLES OF UNALLOWABLE COSTS

- ◆ Costs for excess meals <u>ordered</u> or <u>prepared</u>, *but not served*
- Meals served in violation of program requirements
- Rental costs for periods beyond the close-out date
- ◆ The cost to purchase food for use outside of the SFSP
- ◆ The cost of meals served to administrative adult personnel or any other adults that are not in the operation of the food service (non-program adults)
- Cost of spoiled or damaged meals
- Meals over the approved ADP/CAP
- Meals served to adults that are included in count of reimbursable meals
- Any other costs incurred that program officials determine to be in violation of applicable laws/regulations

UNALLOWABLE COSTS (CONT'D)

- Bad debts
- Repayment of over-claims and other Federal debts
- Contributions and donations
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations
- Entertainment and fundraising costs
- Direct capital expenditures or option to purchase rental costs
- Etc.

Refer to the USDA SFSP Administrative Guidance for more information. When in doubt, please contact LDOE DNS staff.



UNALLOWABLE COSTS (CONT'D)

- ◆ For vended sponsors,
 - The cost of meals delivered by a FSMC to a *non-approved* site
 - Meals not delivered within the agreed upon delivery time
 - Meals served in excess of the approved ADP/CAP
 - Spoiled or unwholesome meals
 - Meals that do not meet meal requirements or quality standards



IN PLANNING FOR THE PROGRAM, SPONSORS SHOULD CONSIDER: CARRYOVER FUNDS

- ◆ Some sponsors *may* have excess program funds available during or after their current year SFSP operations.
- ◆ The only limitation on the use of reimbursement that exceeds costs while the program is in operation is that the funds be spent on allowable SFSP costs.
- ◆ If there are funds *left over at the end of the program*, sponsors may transfer the funds to other CNPs (i.e. SBP, NSLP, CACFP*) or keep the funds for use in the SFSP the following year. Records of this transfer **must be maintained** as this is subject to review during an audit and/or technical assistance visit.

* SBP = School Breakfast Program

NSLP = National School Lunch Program

CACFP = Child and Adult Care Food Program

2020 REIMBURSEMENT RATES – OPERATING AND ADMINISTRATIVE

Maximum Rate Per Meal

Effective January 1, 2020 – December 31, 2020

		Administrative Costs				
Meal Type	Operating Costs	Self Prep or Rural Sites	Other Site Types			
Breakfast	2.16	0.2150	0.1700			
Lunch/Supper	3.76	0.3925	0.3275			
Supplement	0.87	0.1075	0.0850			

Near the start of each calendar year, USDA releases SFSP reimbursement rates for the next summer. In turn, LDOE DNS publishes these rates in the memos section of the website.

2020 REIMBURSEMENT RATES COMBINED RATES

Maximum Rate Per Meal

Effective January 1, 2020 – December 31, 2020

Type of Meal Served	Self-preparation or Rural Site	Other Types of Sites
Breakfast	\$2.3750	\$2.3300
Lunch/Supper	\$4.1525	\$4.0875
Supplement	\$0.9775	\$0.9550

2020 Combined Rates

PLEASE BE REMINDED THAT....

- ◆ The reimbursement amount that is calculated on the online sponsor application is based on the "projected" average daily participation (ADP).
- ◆ Sponsors will **not** receive this amount of money if operating sites consistently serve fewer than the number of projected meals on which the budget was based.





PLEASE NOTE THAT...

- ◆ Sponsors will receive only the meal reimbursement rate for each eligible meal served, that is *supported by accurate records*.
- ◆ There is no separate reimbursement for staff or other expenses.
- ◆ Sponsors are responsible for any expenses that they incur over and above the per meal rate of reimbursement.



PREPARING YOUR SESP APPLICATION

PART 1:

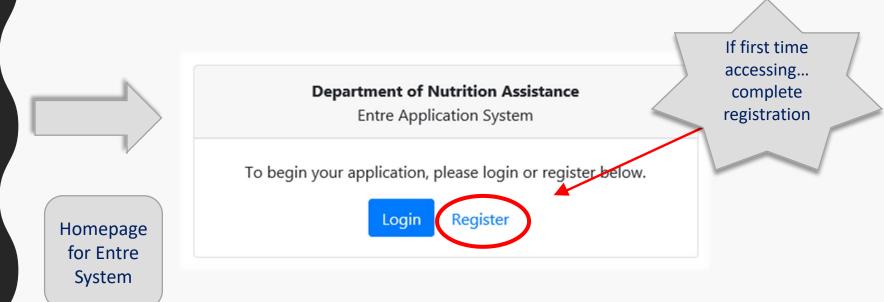
INFORMATION FOR PROSPECTIVE NEW SPONSORS

PROCESS OVERVIEW

Process	Due Date (on or before)
1. INITIAL-APPLICATION (ENTRE SYSTEM) Prepare and Upload Documents required for INITIAL application process.	April 15 th
2. CNP INFORMATION SHEET & CNP PERMANENT AGREEMENT If proceeding with next phase of application process, LDOE will mail the CNP Permanent Agreement to prospective new sponsors for completion.	Return Signed Agreement ASAP
3. PROVISIONAL APPROVAL Provisional approval is granted to begin the online application on the CNP website. This does not mean that the sponsor has been approved.	BEFORE PROGRAM BEGINS
 4. ONLINE APPLICATION: A) REQUIREMENTS FEATURE Complete 3 requirements to proceed to online application. 1. CNP Permanent Agreement Acknowledgement 2. SFSP Agreement 3. SAM.Gov Verification 	SUBMIT PRIOR TO START OF OPERATIONS
B) SPONSOR APPLICATION Complete the online Sponsor Application. C) FACILITY APPLICATION(S) Complete the online Facility Application for each proposed feeding location.	

PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)

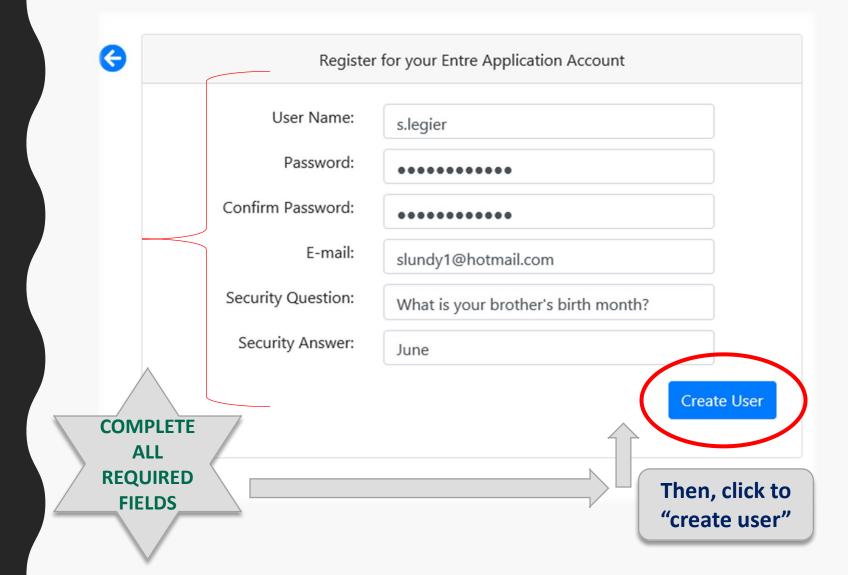
- In order to be *considered* for approval, prospective new sponsor applicants must submit all (applicable) documents via the Entre Application. This is considered the "initial application".
- The Entre Application may be accessed at the following link: https://cnp.doe.louisiana.gov/Apps/Entre.App/Default.aspx



PROSPECTIVE NEW SPONSORS ENTRE SYSTEM: A FEW TIPS

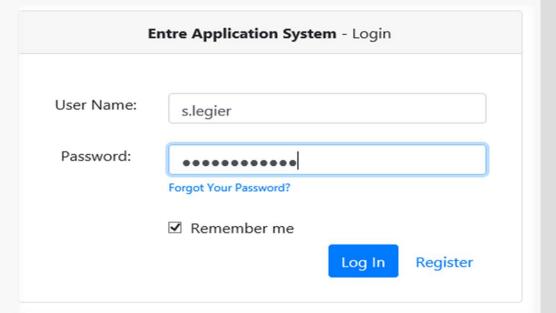
- Registration must be completed in order start a new application. Once registered, keep user name and password in a secure location.
- Note that the system does allow the user to:
 - Save progress along the way
 - Log out and return at a later time to continue working on the application
 - Submit a complete sponsor-level application for SA review

PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)



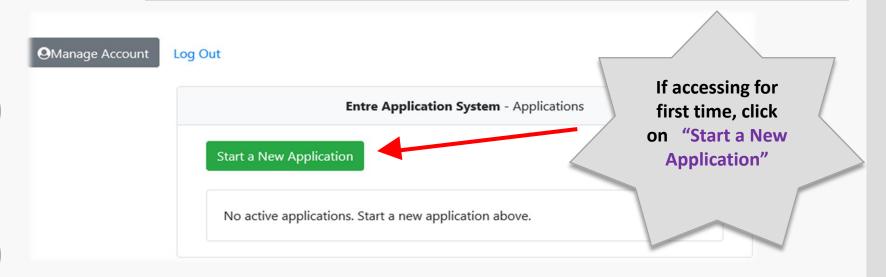
PROSPECTIVE NEW SPONSORS

INITIAL APPLICATION (ENTRE SYSTEM)

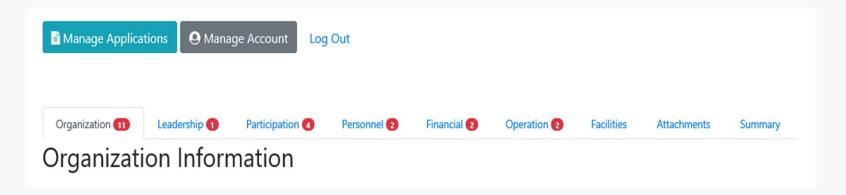


Once you have registered, enter your user name and password.

Note: if using a computer with multiple users, disable "remember me" option.



PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)

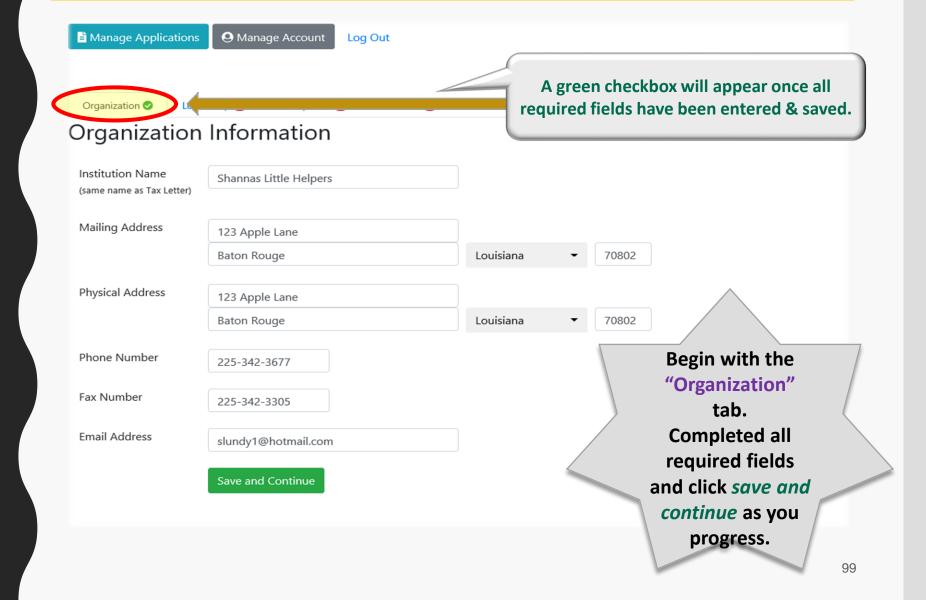


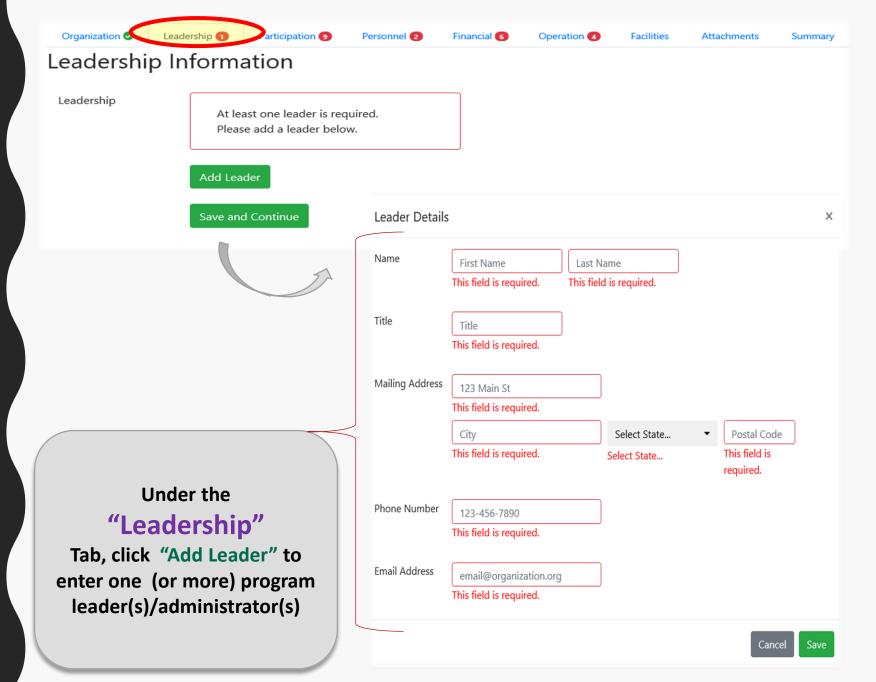
- A total of nine (9) tabs will be displayed in the Entre System.
- Each tab will be completed and saved.
- Once a tab has been updated, the number of outstanding items to be completed (or items in error) will also be updated.
- The summary tab where the completed application will be submitted.

PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)

Click "edit" if returning to work on an existing application Manage Account Log Out **Entre Application System** - Applications Start a New Application **Current Applications** Application ID: 77369-1 Status: Unsubmitted Created by s.legier on 12/26/2019 3:22:47 PM

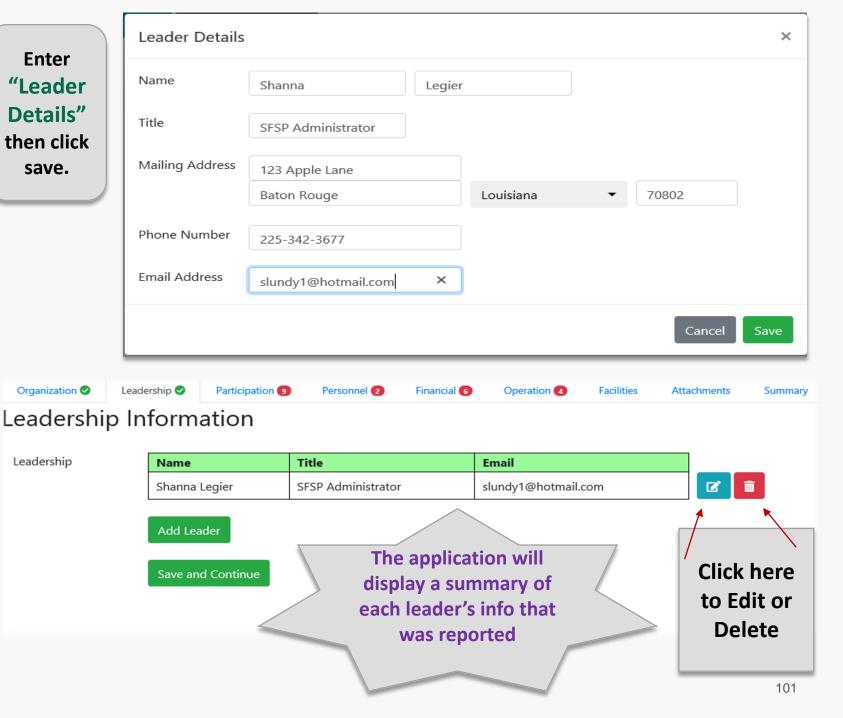
PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)





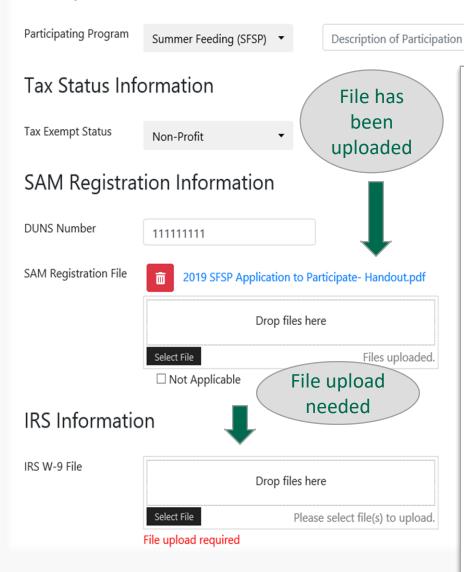
Enter "Leader **Details**" then click save.

Leadership





Participation Information

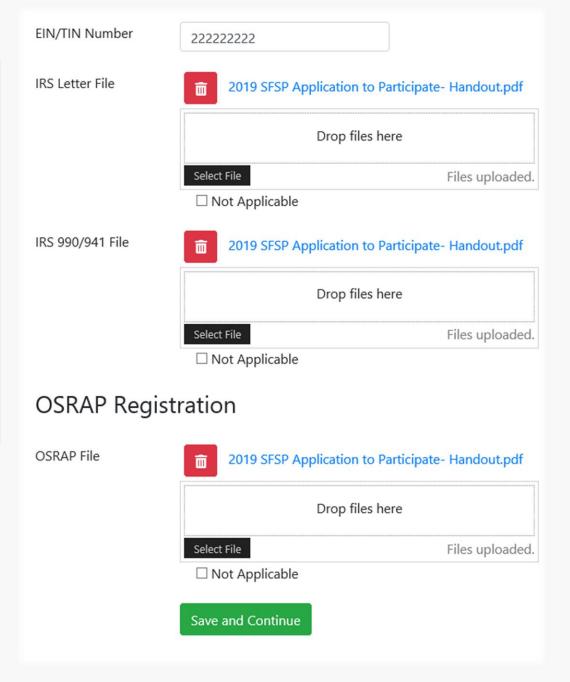


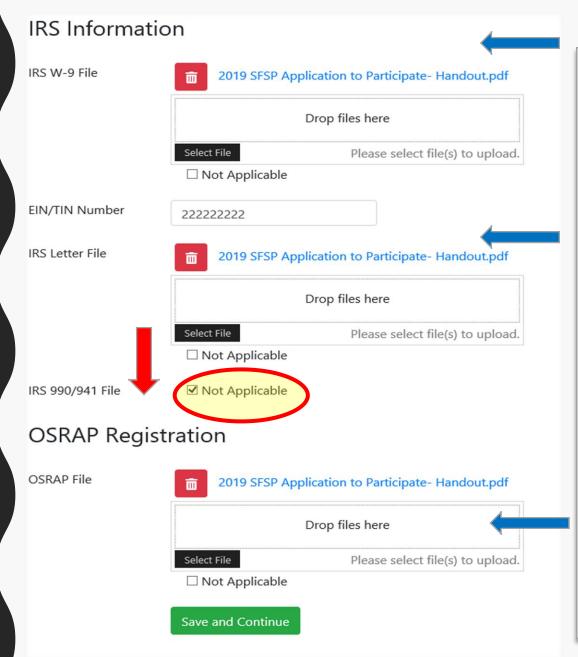
The "Participation" Tab requests information concerning:

- Participating Program
 - Program for which application is being made.
- Tax Status
 - Select from dropdown options
- System for Award Management (SAM) Registration
 - Prospective applicant must be current with SAM.
- IRS Standing
 - EIN/TIN Number Requested
 - 501(c)(3), as applicable

The "Participation" Tab requests information concerning:

- OSRAP Registration
 - All sponsors must be registered with OSRAP

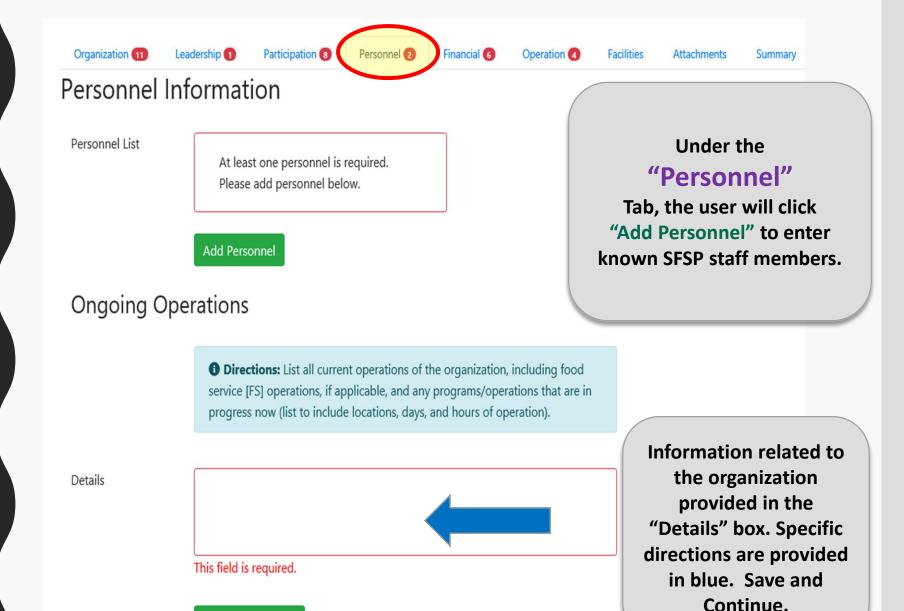




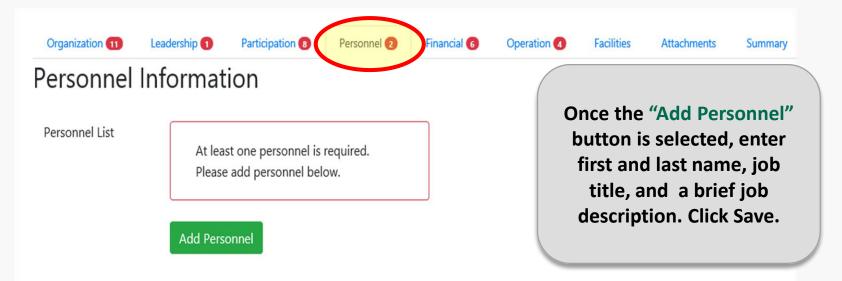
A response must be provided for all areas under the Participation Tab.

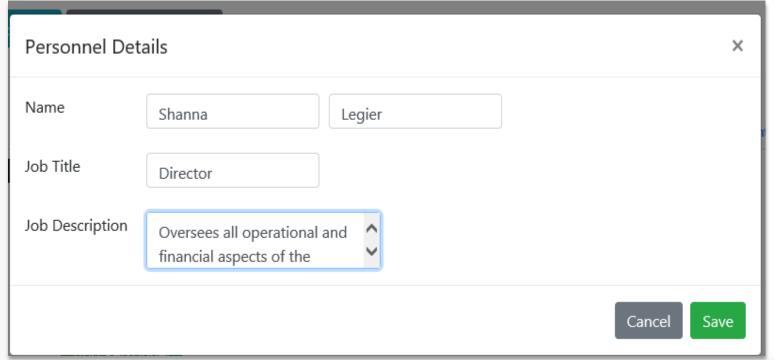
Options are as follows:

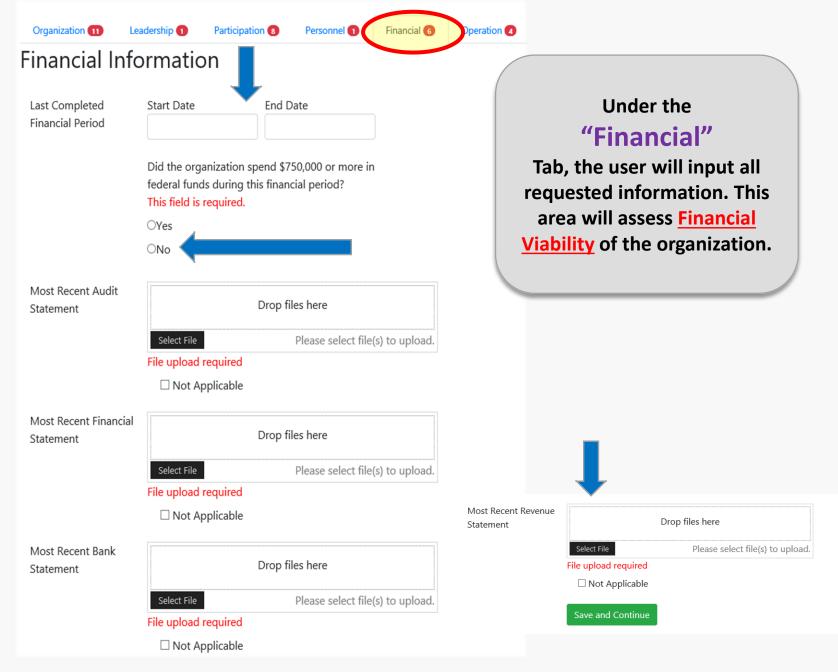
- Upload/attach documentation
 - (<u>Click</u>: "select file" button → locate appropriate file and, once located, double click file <u>or</u> select and click "open" → click "upload" button to finish).
- Indicate "N/A" (by checking appropriate field) Then, save.

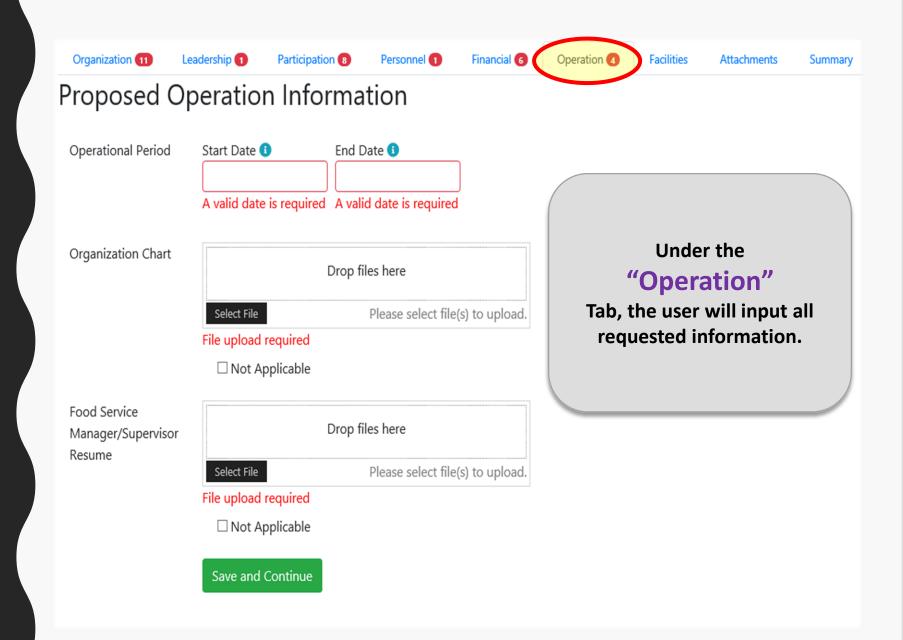


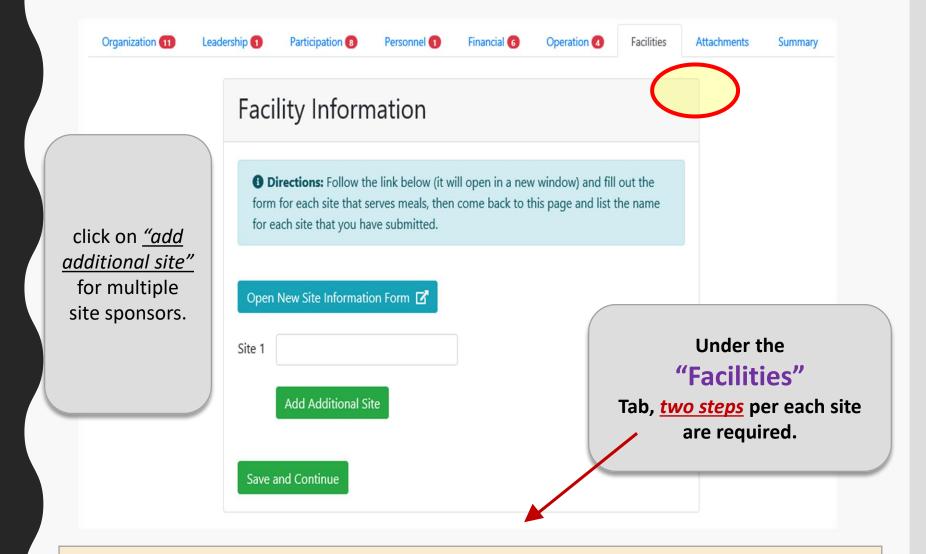
Save and Continue





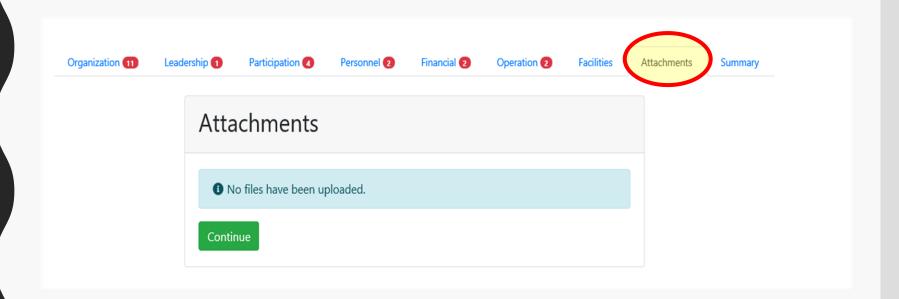






<u>Step 1</u>: click on "Open New Site Information Form" to access and complete the jot form request for the proposed SFSP site location.

<u>Step 2</u>: Once the jot form has been submitted, the user will return to this form and confirm submission of the site by typing in the site's name and by clicking "save and continue".



Under the "Attachments"

Tab, all uploaded attachments from previous tabs can be viewed here.

Organization 🔮

Leadership 🔮

Participation

Personnel 2

Financial 6

Operation 4

Facilities

Attachments



Summary

Organization Information

Name: Shannas Little Helpers

Mailing Address: 123 Apple Lane Physical Address: 123 Apple Lane

Baton Rouge, Louisiana Baton Rouge, Louisiana

70802

Phone Number: 225-342-3677 Fax Number: 225-342-3305

Email Address: slundy1@hotmail.com

70802

Leadership Information

Name: Shanna Legier Title: SFSP Administrator
Mailing Address: 123 Apple Lane Phone Number: 225-342-3677

Baton Rouge, LA 70802 **Email Address:** slundy1@hotmail.com

Participation Information

Participating Program: Summer Feeding (SFSP)

Description: Church Affliate of ABC

Ministries

Tax Status Information

Tax Exempt Status: Non-Profit

SAM Registration Information

DUNS Number: 111111111 SAM Registration: • 2019 SFSP Application

Under the "Summary"

Tab, Details should be reviewed closely to ensure all information was reported correctly and fully.

The "Submit Application"

button is located at the bottom of this tab.

PROSPECTIVE NEW SPONSORS SUMMARY TAB: A FEW POINTERS

- Information displayed under the summary tab cannot be edited here. Errors found should be edited in the original tab.
- If the "submit application" tab is grayed out, required information is missing from the application. All red tabs should be reviewed.
- Submission of the Entre System Application does <u>not</u> mean that the sponsor has completed all application requirements for the SFSP; it is the first phase of the initial application process.

PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)

Federal Regulation states that Sponsoring Organizations must be "financially viable". In order to assess this, LDOE DNS requests the following:

- Most recent audit report completed for the organization.
- Copy of the Organizational Chart showing all current employees, along with their job titles and a brief description of daily duties.
- A listing of the organization's annual total revenue, total payroll, and total expenditures (with a breakout for food service expenses).
- A copy of the most recent bank statement for the organization.
- A list of programs that the organization currently operates (in particular, any CNP or Food Service operation that the organization offers to the community)

DUE ON OR BEFORE APRIL 15TH

PLEASE NOTE THAT:

If any of the above items listed are N/A, this <u>must</u> be indicated in the application submission

PROSPECTIVE NEW SPONSORS INITIAL APPLICATION (ENTRE SYSTEM)

 Once the sponsor application has been submitted and reviewed through the Entre system, the State Agency will determine the next steps:

Proceed with next phases of the SFSP Sponsor Application *

OR

◆ Link the proposed SFSP sites to an existing SFSP Sponsoring Organization that is able/willing to provide services. If this direction is taken, once the existing SFSP Sponsor has accepted the site(s), direct communications between the applicant and the existing sponsor will begin. The existing SFSP Sponsor will notify site-level staff of training sessions to attend, meal service details, health inspection/permit details, etc.

PROSPECTIVE NEW SPONSORS APPLICATION PROCESS

• <u>Only prospective new</u> sponsors are required to complete their *INITIAL* application via the Online Entre System.

• <u>All sponsors</u> (prospective new and returning) must complete the Online Application via the CNP Website (http://cnp.doe.louisiana.gov), which requires log-in access. Application submission is required annually and consists of a sponsor-level application and one or more facility-level applications (one per SFSP site).

PROSPECTIVE NEW SPONSORS CNP INFORMATION SHEET

- Prospective new sponsors will be provided with the CNP Information
 Sheet, which can be accessed from the CNP Website (Memos/Resources
 → Summer Food Service Program → Forms) or directly from this link:
 https://cnp.doe.louisiana.gov/DNAMemos/SFS/Forms/CNP%20Single%2
 OPermanent%20Agreement%20Information%20Sheet.pdf.
- The CNP Information Sheet is a fillable PDF form. Responses may be typed directly into the form or it may be printed and completed in print.
- The final executed CNP Information Sheet (containing original signature) must be returned to the LDOE Division of Nutrition Support.

PROSPECTIVE NEW SPONSORS CNP SINGLE CONSOLIDATED PERMANENT AGREEMENT

- Information reported on the CNP Information Sheet will, in turn, be entered into the CNP Website for the prospective new sponsor. From this, a CNP Single Consolidated Permanent Agreement will be generated, with the prospective new sponsor's details pre-populated.
- This agreement must be reviewed, in full, and then signed by all individuals named on the CNP Information Sheet (Head of the Organization, Board Chairman/Owner, and Authorized Representative).
- The final executed CNP Agreement (with original signature) must be returned to LDOE DNS.

PREPARING THE ONLINE APPLICATION

PART 2:

COMPLETION OF THE ONLINE APPLICATION

INFORMATION FOR BOTH RETURNING AND PROSPECTIVE NEW SPONSORS

THE CHILD NUTRITION **PROGRAM** (CNP) WEBSITE

Louisiana Department of Education, Nutrition Assistance - Internet Explorer https://cnp.doe.louisiana.gov/index.asp 🔎 🔻 🔒 😽 🚳 Louisiana Department of Edu... 🛪 View Favorites Tools Help Louisiana Department of Education Our Vision: To create a world-class education system for all students in Louisiana Our Mission: Improve academic performance for all students, Office of Student Programs eliminate achievement gaps and prepare students to be effective citizens Division of Nutrition Support Welcome to the Louisiana Department of Education Child Nutrition Programs Website SYSTEM LOGIN Helpful Links-Grouped Login Name General Password Link to E-Scholar Website Login Food Buying Guide Password Reset **FDCHFP** CEP **New Resource Library** Memos/Resources/Course Louisiana Public CEP Website *New* Registration **LDOE Newsletters** CACFP LDOF DNS Mailing Lists CACFP Handbooks USDA United States Department of Agriculture Food and Nutrition Service vil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its gees, and institutions participating in or administering USDA programs are prohibited from discriminating gin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity rnative means of communication for program information (e.g. Braille, large print, audiotape act the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of tact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program complete the USDA Program Discrimination Complaint Form, (AD-3027) found online

Prior to the start of each program year, sponsor users will log in on the CNP Website to complete and submit their SFSP Online Applications for approval. Additionally, throughout program operations, as revisions are needed to applications and as claims for reimbursement need to be filed, the website will be accessed.

filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the ed in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

PREPARING THE ONLINE APPLICATION CNP ONLINE ACCESS

REQUIRED ITEMS:

- Valid Email Address
- ◆ User ID and Password
- ◆ Internet Connection
- ♦ Web Browser Internet Explorer Version 8.0 and up

NOTE: Our website does not function (or format) correctly if you are using web browsers other than Internet Explorer.



PREPARING THE ONLINE APPLICATION CNP ONLINE ACCESS

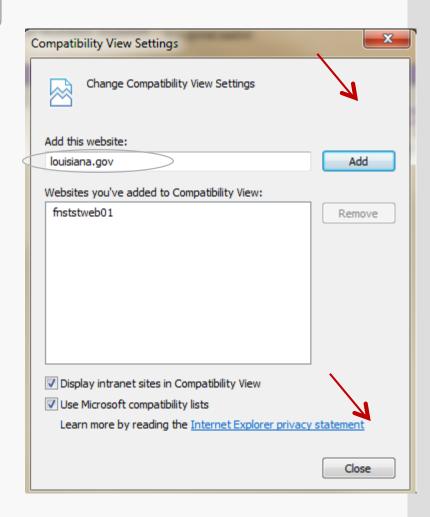
◆ Some SFSP organizations report problems accessing the website (unable to complete claim, perform online form revisions, select from drop-downs, etc.)

If using the correct web browser (Internet Explorer)
and this problem still persists, it may be due to the
"Compatibility View" feature.

PREPARING THE ONLINE APPLICATION CNP ONLINE ACCESS

HOW TO FIX COMPATIBILITY VIEW ISSUES...

- Using Internet Explorer (IE), log in on the CNP website, then follow these steps:
 - 1. Hit the "Alt" and letter "T" keys on your keyboard at the same time (opens tools feature)
 - 2. Select "Compatibility View Settings" from drop-down list
 - 3. Add "louisiana.gov" to the "websites you've added to compatibility view list"
 - 4. Close the dialogue box
 - 5. If logged out of CNP, log back in and issue should be fixed.



PREPARING THE ONLINE APPLICATION CNP ONLINE ACCESS

The CNP website provides sponsors with access to the following SFSP Features:

- ◆ Sponsor Application (1), which contains the Program Budget
- ◆ Facility (or Site) Applications (1 per site)
- Monthly Claims for Reimbursement feature
- Media Release Form (auto-populated/customized after submission of forms)
- ◆ Health Inspection Form (auto-populated/customized after submission of forms)

PREPARING THE ONLINE APPLICATION THE SFSP APPLICATION

After logging in to the CNP website, you will see a gray home tab and a purple Summer Feeding Tab to the right of the screen



PREPARING THE ONLINE APPLICATION "REQUIREMENTS" FEATURE

SFSP 2020 Application Requirements •

When sponsor users access the SFSP Online Application *for the first time in a given program year*, they will be directed to the "Requirements" feature of the website. Once completed, this feature will not need to be repeated until the next year's application is opened.

The following actions are required to continue to applications:

- CNP Permanent Agreement Acknowledgement Incomplete
- 2. <u>SFSP Agreement</u> Incomplete
- 3. SAMGOV Verification Incomplete
- 4. <u>CN Datasharing Agreement</u> Incomplete

To begin, click on #1 (CNP Permanent Agreement Acknowledgement) under the "Requirements" portion of the website.

You may view this list at any time by selecting Requirements from the menu.

Sponsor Authorized Representative(s) >

Shanna Lundy [slundy120]

The Head of the Organization and Authorized Rep are provided with rights (by LDOE) to complete these phases.

SFSP 2020 - Application Requirements - CNP Permanent Agreement Acknowledgement •

ZZZ Summer Sponsor SFSP 2020 Shanna Legier Incomplete

Step 1: Access/Click on the "CNP Permanent Agreement Acknowledgement"

Instructions:

Acceptance of this document requires an authorized representative of the Spons/

- Read and Understand the Agreement Document Below.
- Use the form to accept the agreement.
- Type in "I Agree" in the acceptance box (without quotes) then enter your (You must be an authorized representative of the organization or alternative enter the user and password.)

Once the CNP Agreement has been read/understood, the user will type in "I Agree", followed by his/her login ID and password (PW) used to access the CNP website. Then click "submit".



Step 1: Access/Click on the "CNP Permanent Agreement Acknowledgement"

SFSP 2020 - Application Requirements - CNP Permanent Agreement Acknowledgement •

ZZZ Summer Sponsor	SFSP 2020	Shanna Legier	Complete

Purpose:

Your Sponsor's participation in this program requires the organization to real A blank agreement document is displayed below.

Instructions:

Acceptance of this document requires an authorized representative of

Read and Understand the Agreement Document Below.

Use the form to accept the agreement.

3. Type in "I Agree" in the acceptance box (without quotes) then enter your Users. So the Submit Button. (You must be an authorized representative of the organization or a stively, you may get me authorized representative to enter the user and password.)

Once the sponsor user accepts, the following will display. Click on "Back to Requirements List"

to proceed.

Click Here To View ave the document

Accepted on 01-27-2020 by Shanna Legier

PREPARING THE ONLINE APPLICATION THE "REQUIREMENTS" FEATURE

SFSP 2020 Application Requirements •

ZZZ Summer Sponsor SFSP 2020 Shanna Legier Incomplete

The following actions are required to continue to applications:

- CNP Permanent Agreement Acknowledgement Accepted on 01-27-2020 by Shanna Legier
 Revoke
- 2. SFSP Agreement Incomplete
- 3. SAMGOV Verification Incomplete
- CN Datasharing Agreement Incomplete

Step 2: Access/Click on "SFSP Agreement" Requirement.

You may view this list at any time by selecting Requirements from the menu.

Sponsor Authorized Representative(s)

· Shanna Lundy [slundy120]

SFSP 2020 - Application Requirements - SFSP Agreement •

SFSP 2020 ZZZ Summer Sponsor Shanna Legier Incomplete

Purpose:

Your Sponsor's participation in this program requires the sponsoring organization to review and accept the Summer Food Service Program agreement below.

Instructions:

- Read and Understand the Agreement Below.
- Type in "I Agree" in the acceptance box.
- Enter your UserID and Password and press the Submit Button...

SFSP Agreement

The Institution certifies by submitting this online form that the Instituti with the Summer Food Service Program (SFSP) have reviewed and Handbooks and the SESP Online Training Modules that may be acc The sponsor user will read all attestation language listed in this section, then will that e Pi enter the requested information at the pera bottom of the screen and submit 8 (R (Dè Requirements for Grants and Cooperative agreements with Institutio Organizations), 3052 (Audits of States, Local Governments, and Management and Budget Guidance), 2 CFR Chapter 4 Parts 400-4 (Financial Management – Summer Food Service Program for Children 224), Title VI of the Civil Rights Act of 1964 (P.L. 88-352), FNS Instru-Nutrition Programs and Activities), DOJ 28 CFR Part 42 (Nondiscrimination: Equal Employment Opportunity; Policies and

Step 2: Access/Click on "SFSP Agreement" Requirement.



Step 2: Access/Click on "SFSP Agreement" Requirement.

The Institution will immediately notify the State agency if/when any information submitted in its application has changed, and understands that the failure to do so is in violation of the Child Nutrition Program Agreement.

In accordance with 7 CFR Part 225.6(a)(3), the Institution/Sponsor certifies that the information submitted in this application is true and correct and the Institution/sponsor is aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes

Accepted on 01-27-2020 by Shanna Legier

Back To Requirements List

Once the sponsor user accepts, the following will display. Click on "Back to Requirements List" to proceed.

PREPARING THE ONLINE APPLICATION THE "REQUIREMENTS" FEATURE

SFSP 2020 Application Requirements •

ZZZ Summer Sponsor SFSP 2020 Shanna Legier Incomplete

The following actions are required to continue to applications:

- CNP Permanent Agreement Acknowledgement Accepted on 01-27-2020 by Shanna Legier
 - Revoke
- 2. SFSP Agreement

Accepted on 01-27-2020 by Shanna Legier





- 3. SAMGOV Verification Incomplete
- CN Datasharing Agreement Incomplete

Step 3: Complete the "SAMGOV Verification" Requirement.

You may view this list at any time by selecting Requirements from the menu.

Step 3: Complete the "SAMGOV Verification" Requirement.

SFSP 2020 - Application Requirements - SAMGOV Verification •

	1			
ZZZ Summer Sponsor	SFSP 2020	Shanna Legier	000000000	Incomplete

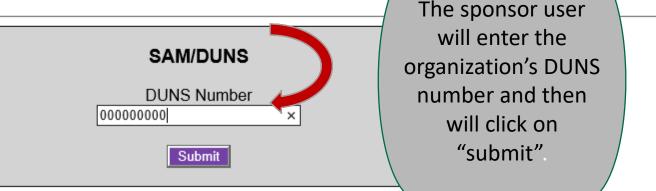
Purpose:

Your Sponsor's participation in this program requires the sponsoring organization to verify registration in SAM (System for Award Management). Please verify your organization's SAM registration by entering the 9 digit DUNS number of your organization as registered at SAM.gov.

Instructions:

 In the Textbox below, type the DUNS number your organization used for SAM.GOV registration. You may enter the number with or without dashes.

2. Press the submit button



SFSP 2020 - Application Requirements - SAMGOV Verification •

ZZZ Summer Sponsor

SFSP 2020

Step 3: Complete the "SAMGOV Verification" Requirement.

Purpose:

Your Sponsor's participation in this program requires the sponsoring organization to verify registration in SAM (System for Award Management). Please verify your organization's SAM registration by entering the 9 digit DUNS number of your organization as registered at SAM.gov.

instructions:

- In the Textbox below, type the DUNS number your organization used for SAM.GOV registration. You may enter the number with or without dashes.
- Press the submit button

Completed on 01-27-2020 by Shanna Legier

Back To Requirements List

Maintaining a current <u>and</u> active SAM registration is a requirement for program participation!

Once the sponsor user submits the DUNS #, the following will display.
Click on "Back to Requirements List" to proceed.

PREPARING THE ONLINE APPLICATION

SFSP 2020 Application Requirements •

SFSP 2020 ZZZ Summer Sponsor Shanna Legier Incomplete The following actions are required to continue to applications: This fourth CNP Permanent Agreement Acknowledgement requirement has Accepted on 01-27-2020 by Shanna Legier been newly Revoke added. SFSP Agreement Accepted on 01-27-2020 by Shanna Legier Revoke SAMGOV Verification Completed on 01-27-2020 by Shanna Legier Revoke Step 4: Access/Click On the "CN Data Sharing" 4. CN Datasharing Agreement Agreement" Requirement. Incomplete

You may view this list at any time by selecting Requirements from the menu.

Sponsor Authorized Representative(s) >

· Shanna Lundy [slundy120]

NSLP 2020 - Application Requirements - CN Datasharing Agreement •

ZZZ Summer Sponsor NSLP 2020 Shanna Legier Incomplete

Purpose:

Your Sponsor's participation in this program requires the organization to review and accept the ADDENDUM TO DATA SHARING AGREEMENT BETWEEN THE LOUISIANA STATE DEPARTMENT OF EDUCATION AND CN Resources.

A blank agreement document is displayed below.

Instructions:

Step 4: Access/Click On the "CN Data Sharing Agreement" Requirement.

Acceptance of this document requires an authorized representative of the Sponsor.

- Read and Understand the Agreement Document Below.
- 2. Use the form to accept the agreement.
- Type in "I Agree" in the acceptance box (without quotes) then enter your UserID and Password and press the Submit Button. (You must be an authorized representative of the organization or alternatively, you may get the authorized representative to enter the user and password.)

ADDENDUM TO DATA SHARING AGREEMENT BETWEEN THE LOUISIANA STATE DEPARTMENT OF EDUCATION AND CN Resources

The ZZZ Summer Sponsor sharing agreement betwee the stipulation contained Resources to all the telescources, both previous Louisiana Department of Exponsor Sponsor Sp

The sponsor user will read all language listed in this section, then will enter the requested information at the bottom of the screen and submit to indicate acceptance



Purpose:

Your Sponsor's participation in this program requires the organization to review and accept the ADDENDUM TO DATA SHARING AGREEMENT BETWEEN THE LOUISIANA STATE DEPARTMENT OF EDUCATION AND CN Resources. A blank agreement document is displayed below.

Instructions:

Acceptance of this document requires an authorized representative of the Sponsor.

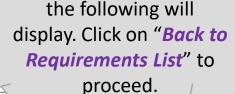
- Read and Understand the Agreement Document Below.
- Use the form to accept the agreement.
- Type in "I Agree" in the acceptance box (without quotes) then enter your UserID and Password and press the Submit Button. (You must be an authorized representative of the organization or alternatively, you may get the authorized representative to enter the user and password.)

ADDENDUM TO DATA SHARING AGREEMENT BETWEEN THE LOUISIANA STATE DEPARTMENT OF EDUCATION AND CN Resources

The <u>ZZZ Summer Sponsor</u> (School Board) hereby executes, through its authorized representative, this addendum to the data sharing agreement between the Louisiana State Department of Education and CN Resources (the the stipulation contained in the Agreement which, upon unilateral execution of this addendum to the data sharing agreement between the Louisiana State Department of Education and CN Resources (the the sponsor user Resources to all the terms and conditions of the Agreement with respect to any and Resources, both previous to and during the term of the Agreement. Nothing her Louisiana Department of Education in its exercise of any rights granted to it under the required information,

Accepted on 01-27-2020 by Shanna Legier





COMPLETION OF ALL ANUALLY-REQUIRED ONLINE REQUIREMENTS

All of the requirements were satisfied. You may continue to applications.

- CNP Permanent Agreement Acknowledgement Accepted on 01-27-2020 by Shanna Legier
- SFSP Agreement Accepted on 01-27-2020 by Shanna Legier
- SAMGOV Verification
 Completed on 01-27-2020 by Shanna Legier
- 4. <u>CN Datasharing Agreement</u> Completed on 01-27-2020 by Shanna Legier

Once all (4) requirements have been completed, the sponsor may proceed to completion of the Sponsor-level and Facility/Site-level applications.

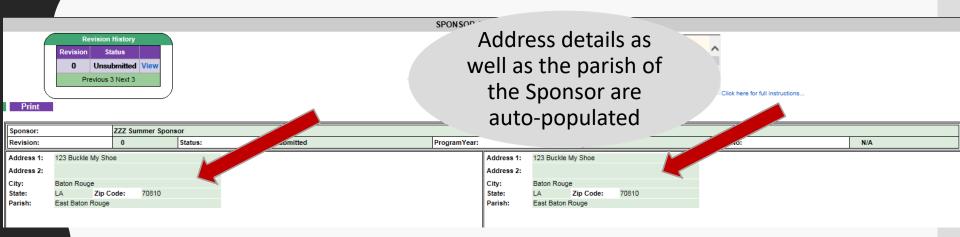
PLEASE NOTE THAT THE REQUIREMENTS
PORTION OF THE WEBSITE NEED ONLY BE
COMPLETED ONE TIME PER PROGRAM YEAR.



THE SPONSOR APPLICATION

PREPARING THE ONLINE APPLICATION THE SPONSOR APPLICATION

- After completion of the "Requirements" feature, sponsor users may proceed to the Sponsor-Level Application.
- This application is <u>5 pages</u> in length.
- Some information contained in this application pre-populates and cannot be adjusted by the sponsoring organization.



PREPARING THE ONLINE APPLICATION THE SPONSOR APPLICATION

 Additionally, please note that some areas contained in the Sponsor Application cannot be completed until the facility application(s) have first been completed.

• Examples include:

- Page 1: program start date, end date, and total operating days (auto-populated, based on facility applications)
- Page 5: budget details

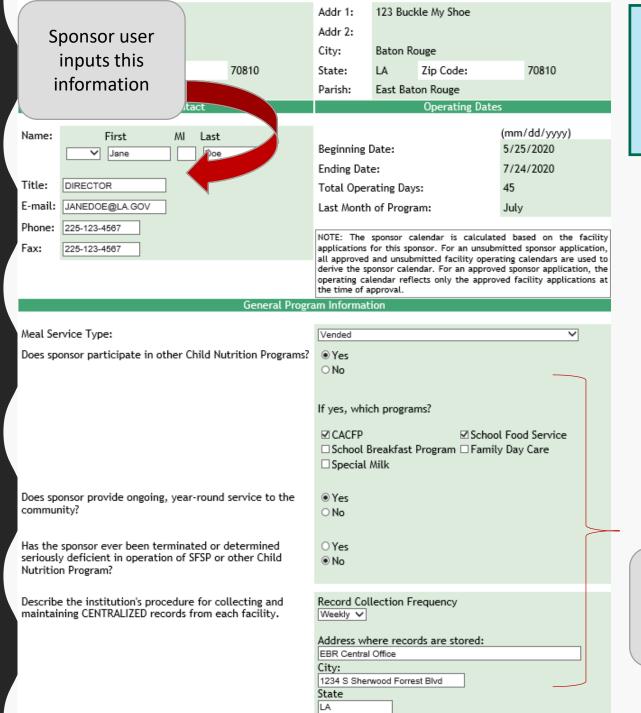
PREPARING THE ONLINE APPLICATION THE SPONSOR APPLICATION

Page 1

- Sponsor Contact list main POC for the program
- **Sponsor type** <u>auto-selected</u> based on application materials
- Meal Service- select the appropriate category for the organization
- Other CNPs select any/all programs that the sponsoring organization may also participate in (i.e. CACFP [At Risk], School Food Service [NSLP and SBP]
- Year-round service provide appropriate response
- Prior serious deficiency notice- provide appropriate response
- **Record collection and maintenance** provide <u>centralized address</u>*where all SFSP documentation is maintained and the frequency in which it is turned in

*Note that this is where the Review Team will report for any SFSP Reviews being conducted.





Page 1

Sponsor user inputs this information

provide the last financial period that has ENDED for the organization and indicate whether the organization expended ≥ \$750,000 in **Federal Funds in** that time frame.

Sponsor will

Provide an estimate of the Racial/Ethnic makeup of the population to be served by choosing the parishes you will serve. Once a parish has been selected, the parish's census information Add will appear in the table below. Sponsor will need to select **ALL** parishes where SFSP sites will be Comments in operation. Sponsor Comments

Page 2: Audit Information Page 2 Sponsor: ZZZ Summer Sponsor Revision: () Status: Unsubmitted ProgramYe Audit Requirements

2 CFR Part 200.501, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, requires all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total \$750,000 or more in Federal funds during any fiscal year.

What is the last financial period that has ended for this organization?

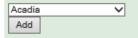
For the financial period listed above, did this organization expend or more in Federal funds?

If yes, did this organization submit a copy of the audit report for the financial period indicated in question A to the Louisiana Department of Education? (Audit report must be submitted prior to the contract approval.)

If the audit report for this agency is not conducted under the agency name listed in the agreement, identify the name under which the audit is conducted.



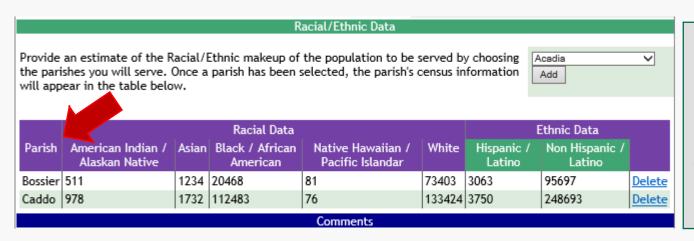
Racial/Ethnic Data



	Racial Data			Ethnic Data				
Parish	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Pacific Islandar	White	Hispanic / Latino	Non Hispanic / Latino	
East Baton Rouge	850	8585	165526	121	231886	7363	406968	<u>Delete</u>

Page 2

- Note that failure to select <u>all</u> parishes in which the SFSP will operate will cause the sponsor to be unable to establish "area eligibility" in some (or all) facility applications.
- Additionally, please note that if you are a returning sponsor that will operate in the same parish(es) as in the prior summer, these parishes will already be selected (rolled over) in the new year application.



Sponsor will need to select ALL parishes where SFSP sites will be in operation.

Page 4

Page 4	Page 5	Review	Print									
					Page 4: Ad	ministrative	Staffing I	nformation	1			
		Sponsor:	ZZZ Summ	er Sponsor								
		Revision:	0	Status:	Unsubmitted	Program	Year:	2016	Agm	nt No:	N/A	
						Sponsor Sta	ffing Plan					
If the	E NOTE: "add" n does	Provide the fo	ollowing inf	ormation for a	all sponsor personnel	who will be respo	onsible for adn	ninistering the	Summer Foo	od Service Progra		
this s	ork on creen, ely a	Staff Meml	ber			Position	Hours/Day	Days/Year	Hourly Salary	Funding Source	Total Salary Paid by SFSP	
-	atibility issue.	Prefix	F ✓	First	MI Last		0 🗸			~		Add

This page allows sponsoring organizations to enter <u>all</u> SFSP administrative staff that will work with the program (including volunteers *and* paid staff).

The user will key in each individual's first and last name, job title, number of hours he/she will work daily, number of days of employment for the current SFSP, and salary information (if applicable), along with funding source \rightarrow then click "ADD".

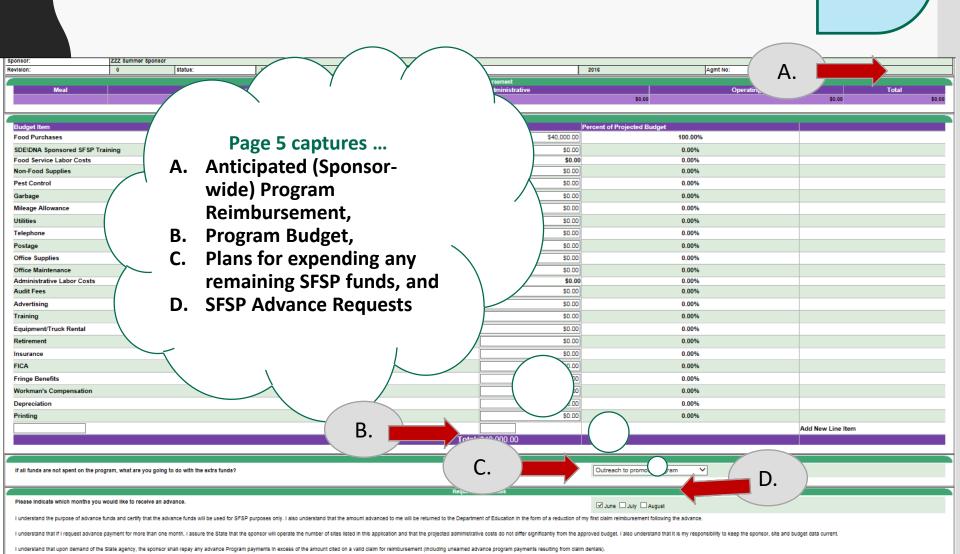
The same process will be used until all admin staff have been added.

Page 4

- Staff member listed as person who oversees the program on page 1
 must also appear in staffing section on page 4. This person must be able to work
 all days that the program will be in operation (or have a designated staff member
 listed who will fill in for this role on days where he/she will be absent).
 - All sponsors must designate one (or more) Program Monitor(s) in their Sponsor Staffing Plan.
- All central office workers, such as bookkeepers, monitor(s), program director, area manager, etc. must be listed in the Sponsor Staffing Plan.
 This includes both paid and volunteer staff.

IMPORTANT REMINDERS!

Page 5



Page 5

- <u>Estimated/Anticipated Reimbursement:</u> *auto-populated* based on the facility application(s) meal service information provided (i.e. meal type[s], days of operation, projected ADP, meal service selection [vended vs. self-op]).
- Annual Program Budget: Cannot be completed until facility applications are finalized. Cannot exceed anticipated program reimbursement. SFSP funding may only be utilized for "allowable" program expenses.
- Excess funds: acceptable uses of any excess funds are provided.
- <u>Advance request:</u> sponsor may opt out of this option by leaving this area unchecked- or may place a check mark next to selection indicating "I would like to request an advance..." and the month(s) requested.

Page 5

Please be reminded of the following items:

- The total anticipated reimbursement does <u>not</u> equal the reimbursement that will be received in their current year operations. It is an estimate.
- Budgeted line item amounts will roll over from the previous year application. It is
 the sponsor's responsibility to review these items and update, as needed.
- Allowable expenses may become unallowable expenses if not properly documented/accounted for in the current year SFSP budget.
- Advances <u>must be</u> repaid by the sponsoring organization. LDOE Appropriation
 Control will remove the amount of the advance from the first claim for
 reimbursement *prior to* issuing payment to the sponsor.
- All advance requests must be made in the sponsor's initial application.

THE FACILITY APPLICATION(S)

- One facility application to be submitted for approval per proposed feeding location.
- Each facility application contains <u>4 pages</u>.
- Like page 1 of the Sponsor Application, some information prepopulates and cannot be adjusted by the sponsor user.



Each site's name and address is prepulated

Authorized Sites for Program Year 2020

#	Site	[2018]	[2019]	Current	Actions	
1	ZZZ Donald Duck Site 359 Stich Road Zachary LA 70803 123	0 Unsubmitted	0 Unsubmitted	0 Unsubmitted	<	Go
2	ZZZ Elementary School 4534 Tom Drive Baton Rouge LA 70807 ZZZZ	0 Unsubmitted	0 Unsubmitted	No Application	>	Go

When users access the "Facility Application" link on the left-hand SFSP toolbar, sites will display as shown above.

"No Application" reflects a facility application that has not yet been accessed by the sponsor for the current year.

"Unsubmitted"
reflects a facility
application that
has been started,
but not yet
submitted, by
the sponsor for
the current year.

SPONSOR OPTION TO "IGNORE" FORMER SITES THAT WILL NOT OPERATE IN THE CURRENT YEAR SFSP:

In this instance, the SFSP organization has decided that it will *only* host a program at the <u>ZZZ</u> <u>Donald Duck Site</u> this year; therefore, the sponsor has decided to ignore the second site displayed. The sponsor moved this site down to the ignored sites list by selecting "ignore" in the actions column next to the site and then by hitting "go".

Authorized Sites for Program Year 2020

#	Site	[2018]	[2019]	Current	Actions	
1	ZZZ Donald Duck Site 359 Stich Road Zachary LA 70803 123	0 Unsubmitted	0 Unsubmitted	0 Unsubmitted	>	Go
2	ZZZ Elementary School 4534 Tom Drive Baton Rouge LA 70807 ZZZZ	0 Unsubmitted	0 Unsubmitted	No Application	>	Go

Sponsor does not intend to utilize this site in Summer 2020.

Ignored Sites

Authorized Sites for Program Year 2020													
#	Site	[2018]	[2019]	Current	Actions								
1	ZZZ Donald Duck Site 359 Stich Road Zachary LA 70803 123	0 Unsubmitted	0 Unsubmitted	0 Unsubmitted	~	Go							

	Ignored Sites														
#	Site	[2018]	[2019]	CL ren	nt	Actions									
	ZZZ Elementary School 4534 Tom Drive Baton Rouge LA 70807	0 Unsubmitted	0 Unsubmitted	Арр	plication	>	Go								

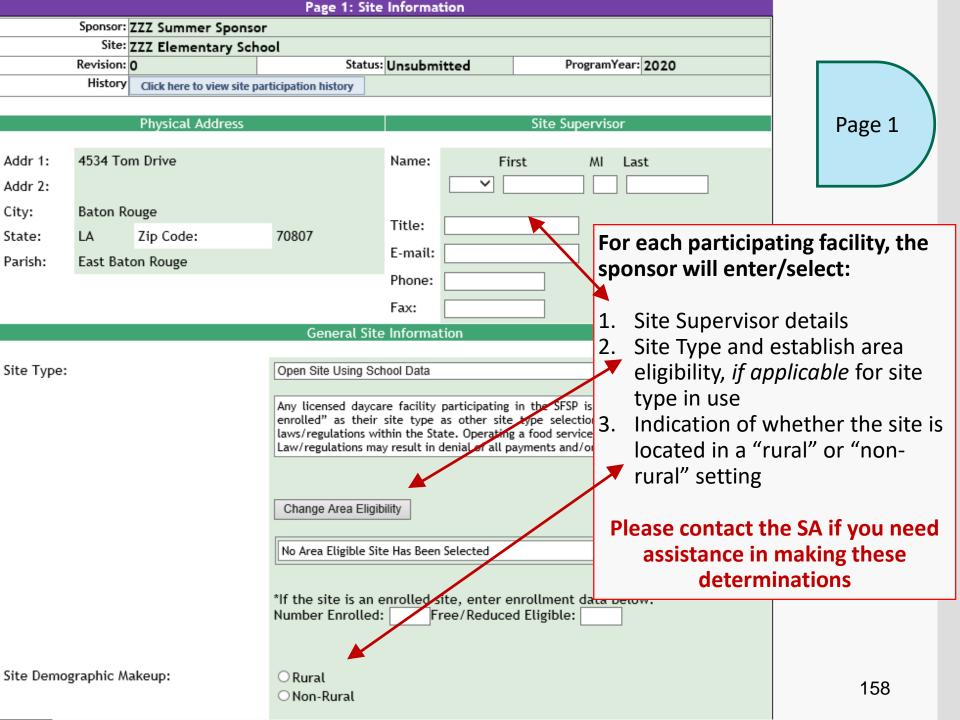
ONCE THE SITE HAS BEEN "IGNORED," IT MOVES DOWN TO THE BOTTOM PORTION OF THE SCREEN TO ALLOW FOR SPONSORS TO NAVIGATE THROUGH THE ACTIVE SITE(S) – OR THE SITES THAT THEY WISH TO COMPLETE APPLICATIONS FOR.

NOTE THAT: IF AN APPLICATION WERE IGNORED IN ERROR, THE OPTION DOES EXIST TO "UN-IGNORE" THE SITE.

Over the next few slides, we will demonstrate the process of completing a facility-level application. In this example, the user will complete an application for the "ZZZ Elementary School".

Authorized Sites for Program Year 2020 [2018] [2019] Actions Site 1.Select ZZZ Donald Duck Site **OlUnsubmitted OlUnsubmitted** Go "Start" 359 Stich Road Zachary LA 70803 123 ZZZ Elementary School No Application Start \checkmark **OlUnsubmitted** 0|Unsubmitted Go 4534 Tom Drive Baton Rouge LA 70807 ZZZZ 2.Click "Go"

To complete the application for the ZZZ Elementary School Site, the sponsor will select "start" in the drop down actions column and then click "go".



Page 1 Step 1: Select "Site Type" General Site Information from Dropdown Site Type: Open Site Using School Data Any licensed daycare facility participating in the SFSP is encouraged to select "closedenrolled" as their site type as other site type selections may conflict with licensure laws/regulations within the State. Operating a food service at a site in violation with State Law/regulations may result in denial of all payments and/or termination. Step 2: Assign area eligibility Change Area Eligibility [if applicable] or report No Area Eligible Site Has Been Selected enrollment/ *If the site is an enrolled site, enter enrollment data below. eligibility data Number Enrolled: Free/Reduced Eligible:

When establishing the site type and associating area eligibility (as applicable), the user will need to click the gray "change area eligibility" button to select a site in the attendance zone of the SFSP facility for which the application is being completed.

A listing of school sites will appear once "Change Area Eligibility" has been selected

Address

These are school in your parish that meet eligibility requirements for a Open Site Using School Data. Please locate the school that is in the same attendance zone as this facility. If you wish to designate no, select the **[NO SITE SELECTED] [000000]** (first item) entry.

Address

Page 1

C) S	ļ

School

[NO SITE SELECTED] [000000]				Select	
Advantage Charter Academy [W1B001]		14740 Plank Road	Baker LA 70714	Select	
Arlington Preparatory Academy [017001]		6125 Winbourne Avenue	Baton Rouge LA 70805	Select	
Audubon Elementary School [017002]		10730 Goodwood Blvd	Baton Rouge LA 70815	Select	
B. R. Foreign Language Acad. Immersion Magnet	[017084]	4510 Bawell Street	Baton Rouge LA 70808	Select	
Baker Heights Elementary School [068001]		3750 Harding	Baker LA 70714	Select	
Baker High School [068002]		3200 Groom Rd	Baker LA 70714	eject	
Baker Middle School [068003]		5002 Croom Dd	Baker LA 70714	ect	
Bakerfield Elementary School [068004]			Baker LA 70714	ect	
Baton Rouge Magnet High School [017008]	<u>Ste</u>	<u>3: "Select"</u> a	Baton Rouge LA 70806	ect	
Baton Rouge University Preparatory Elementary	schoo	ol site in the list	aton Rouge LA 70807	lect	
Baton Rouge Visual and Performing Arts Center		at is in close	n Rouge LA 70808	select	
Belaire High School [017010]	_		ouge LA 70815	Select	
Belfair Montessori School [017011]	proxi	mity to the site	Bato. 4 70802	Select	
Bellingrath Hills Elementary School [069001]	ir	n which the	Greenwell Springs LA 70739	Select	
Bernard Terrace Elementary School [017013]	annl	ication is being	Baton Rouge LA 70806	Select	
Broadmoor Elementary School [017014]			Baton Rouge LA 70815	Select	
Broadmoor Senior High School [017016]		completed.	Baton Rouge LA 70815	Select	
Brookstown Middle Magnet Academy [017146]			Baton Rouge LA 70805	Select	
Brownfields Elementary School [017018]		11615 Ellen Dr	Baton Rouge LA 70811	Select	
Buchanan Elementary School [017019]		1222 E Buchanan	Baton Rouge LA 70802	Select	
Capitol Elementary School [017128]		4141 Gus Young Avenue	Baton Rouge LA 70802	Select	
Capitol High School [3B9001]		1000 North 23rd Street	Baton Rouge LA 70802	Select	

Page 1

	General Site Information
Site Type:	Open Site Using School Data
	Any licensed daycare facility participating in the SFSP is encouraged to select "closed-enrolled" as their site type as other site type selections may conflict with licensure laws/regulations within the State. Operating a food service at a site in violation with State Law/regulations may result in denial of all payments and/or termination.
	Change Area Eligibility
	The following Area Eligibile Site Has Been Designated:
	Baker Heights Elementary School [068001]
	Baker LA 70714
	Expiring After Program Year 2024
	*If the site is an enrolled site, enter enrollment data below. Number Enrolled: Free/Reduced Eligible:

Once the chosen site/school has been selected, the user's school selection will display on page 1 of the facility application. At this point, area eligibility is established.

Page 1

- Page 1 of the Facility Application also requires the user to designate the site's demographic makeup as either RURAL or NON-RURAL.
- State staff confirm that the correct designation was made for the site based on its designation via USDA's Rural Designation Tool.

Site Demographic Makeup:

O Rural

Non-Rural

Rural is defined as any area in a county(parish) which is not a part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNS Regional Office concurrence, is determined to be geographically isolated from urban areas [7 CFR 225.2]



Refer to the following link

http://www.fns.usda.gov/rural-designation

for assistance in determining rural vs. non-rural status of a site.

Meal Preparation is provided by:	Self preparation on-site Sponsor preparation at a Central Kitchen Facility Sponsor preparation at a School Food Service Facility		Page 1
1 100.00			
contact	O Agreement with School Food Authority (SFA)		
the SA if	O Food Service Management Company (FSMC) – site utilizes FSMC fo	or prepared food/meals; FSMC site staff provides	
unsure	e food service. Agreement between sponsor and FSMC. Vended – site receives prepared food/meals from a different organization of the prepared on-site provide the following information:	ation; site staff provides the food service	
	Name:	The second of the second secon	£ - 11
	Address 1:	The sponsor will select the 1. Meal Preparation used	rollowing:
	Address 2:	2. Other CNPs @ the site	
	City:		
		3. Applicable site activities	
	State: LA Zip Code:	4. Most recent health inspe	ection date(s)
Does site participate in other Child Nutrition Programs?	○Yes • No	completed*	cotion date(s)
	If yes, which programs?	di = 1	
	CACFP School Food Service	*Please note that if your SFS	SP site is a
	School Breakfast Program Family Day Care	school site (SFS) that norma	lly narticinates
	Special Milk	The state of the s	· · · · · · · · · · · · · · · · · · ·
	_,	in the NSLP/SBP, this inform	ation snoula
Site Activities	Recreational/Cultural NYSP LEAP	pre-populate in from the SFS	S Site Health
	Program Remediation	Inspections area of the web	
	Summer School No Organized	inspections area of the web.	site.
	Activity		
	Other:		Classroom
Health Inspections	Dates of latest Health Inspections		
Certification	Upon submission of this site, to the State for approval for participation in the sponsor certifies that this site is under their direct operational control. Directly the properties of the following (including but not limited to): manage determining conditions of employment for site staff; and exercising managements.	ect Operational control means that the sponsor ing site staff, including the hiring, terminating, and	Activity

Page 1

• Please ensure that you are making the correct selection for each facility application, as there are six (6) meal preparation options provided that users may select from.

Meal Preparation is provided by:	 Self preparation on-site Sponsor preparation at a Central Kitchen Facility Sponsor preparation at a School Food Service Facility Agreement with School Food Authority (SFA) Food Service Management Company (FSMC) - site utilizes FSMC for prepared food/meals; FSMC site staff provides the food service. Agreement between sponsor and FSMC.
Please be reminded of this	O Vended - site receives prepared food/meals from a different organization; site staff provides the food service If meals are NOT prepared on-site, provide the following information: Name: Address 1: Address 2: City: State: LA Zip Code:

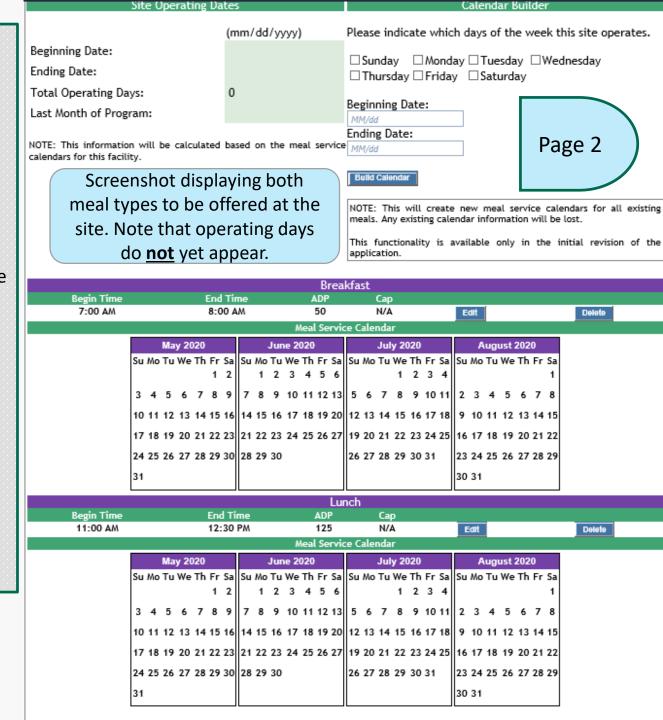
PREPARING THE ONLINE APPLICATION THE FACILITY APPLICATION Page 2 Note: Sponsor user does **not** start page 2 here. Page 3 Page 4 See next slide. Page 2: Operating Calendar Sponsor: ZZZ Summer Sponsor ZZZ Donald Duck Site Site: Revision: Status: Unsubmitted ProgramYear: 2016 Agmt No: N/A Participation Click here to view site participation history History Site Operating Dates (mm/dd/yyyy) Please indicate which days of the week this site operates. 6/6/2016 Beginning Date: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday Pre-**Ending Date:** 8/5/2016 ☐ Thursday ☐ Friday ☐ Saturday Total Operating Days: populates Last Month of Program: August Beginning Date: MM/dd NOTE: This information will be calculated based on the meal once service calendars for this facility. Ending Date: calendar is MM/dd built **Build Calendar** NOTE: This will create new meal service calendars for all existing meals. Any existing calendar information will be lost.

On this page, the sponsor will inform the SA of the meal service types (i.e. B, L, Sn, Su) to be offered at each proposed site. A calendar will be built to reflect operating days and number of children that the site anticipates feeding each day per meal type.

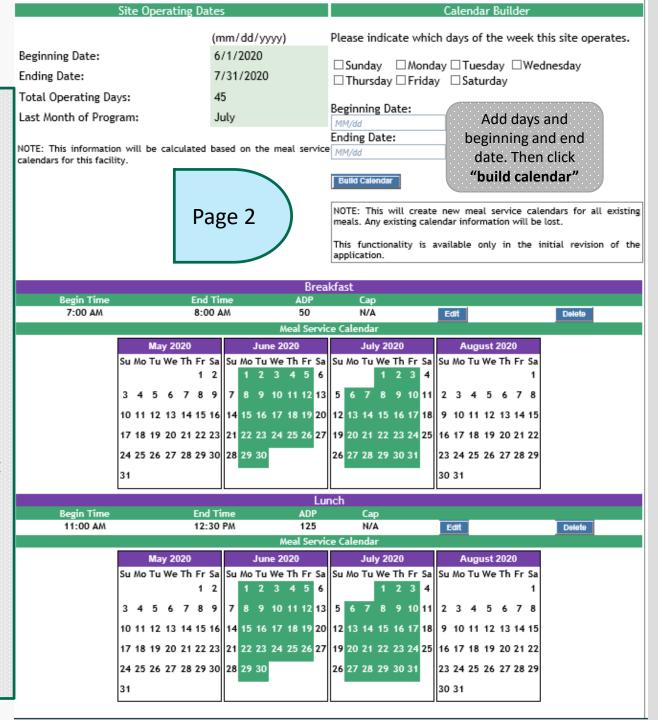
- To add the meal service options, click on the "Add new meal" drop down (located near the bottom of page 2) and select the appropriate meal type. Then click "Add".
- Once a meal type has been added, the user must edit the entry to add start and end times for the meal service and number of children anticipated to participate (as the ADP). Then click "update".
- Complete the same process again if wishing to add a second meal service option at the site.

Add

Add new meal...



- After the meal types have been assigned, the calendars will need to be completed.
- To do so, complete the "Calendar Builder" feature in the upper right hand side of the page (by selecting days of the week the site will serve meals and the start and end date of the program, using the format MM/DD)
- Then click
 "Build Calendar"



PREPARING THE ONLINE APPLICATION

THE FACILITY APPLICATION

Page 2

Reflecting closures (i.e. holidays)

 To reflect closures at the site due to holidays, click "edit" above each calendar and then manually click on the day you wish to remove. The date should change from green to white shading. Then click "update".

Begin Time

 Repeat the same steps for the second meal service if it applies.

			Ma	y 20	20			June 2020								July 2020								August 2020						
Su	٨	Vo	Tu	We	Th	Fr	Sa	Su	Su Mo Tu We Th Fr Sa Su								u Mo Tu We Th Fr Sa				Sa	Su	Мо	Tu	We	Th	Fr	Sa		
						1	2		1	2	3	4	5	6				1	2	3	4							1		
3		4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	1	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	1	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	1	25	26	27	28	29	30	28	29	30				'	26	27	28	29	30	31		23	24	25	26	27	28	29		
31																						30	31							

Lunch

ADP

End Time

5																																
11:00 AM						12:	:30	PΜ					12	5			N/	A				I	Edit						J	Delete		
											N	leal	Se	rvio	се С	ale	nda	ır														
			Ma	y 20)20					Jur	ie 2	020			July 2020						1	lugi	ust	202	0			^				
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	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		operat	ing o	1
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		Friday	7/3	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
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	31										ı											30	31									
								$\overline{}$							_							$\overline{}$,			

Cap

Page 2

Site Operating Da	ates	Calendar Builder
Beginning Date: Ending Date: Total Operating Days: Last Month of Program: NOTE: This information will be calculated calendars for this facility.	(mm/dd/yyyy) 6/1/2020 7/31/2020 44 July	Please indicate which days of the week this site operates. Sunday Monday Tuesday Wednesday Thursday Saturday Beginning Date: MM/dd Ending Date:
		NOTE: This will create new meal service calendars for all existing meals. Any existing calendar information will be lost. This functionality is available only in the initial revision of the application.

Note that the information has pre-populated at the top of page 2 (now that the calendars have been completed).

This information will also populate over into the Sponsor Application in the Estimated/Anticipated Reimbursement section (page 5).

RECAP

Calendar Builder Feature → Recap of Steps

- 1. Select appropriate meal type(s) in "Add new meal" dropdown
- 2. Then click on the "Add" button. Once the appropriate meal type has been added, indicate the *begin* and *end times* for that meal type, along with *ADP*.
- 3. Click the "Update" button to the right of this information.

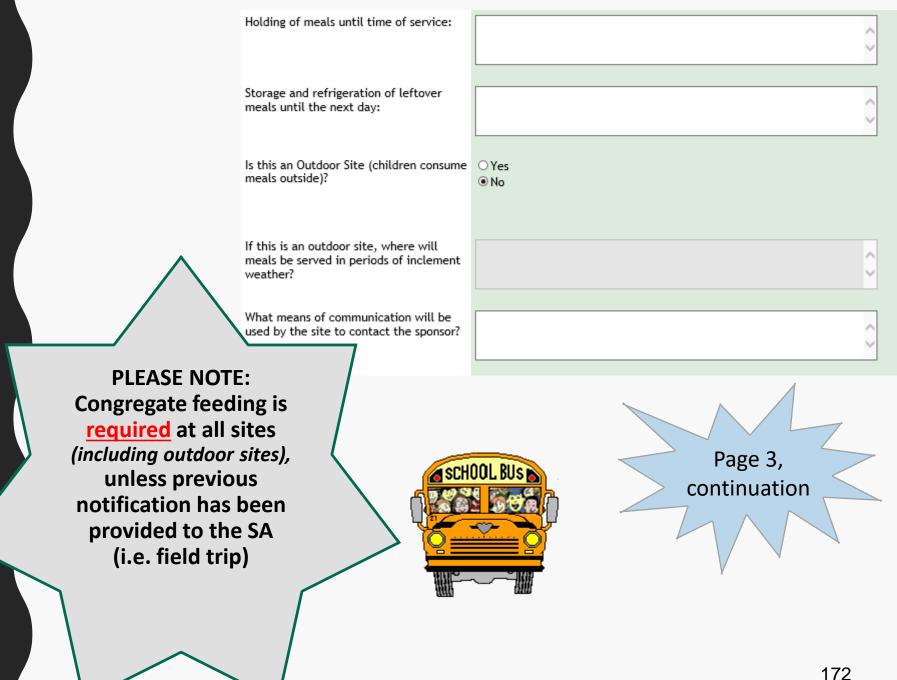
Begin Time	End Time	ADP	Сар	
6:00 AM	7:30 AM 🔽	25	N/A	Update

- 4. Perform steps 1-4 again if wishing to add a second meal service type.
- 5. At the top of the page, under Calendar Builder, place a check mark next to the days that the site will operate and enter the beginning and ending date of the operation and click the "Build Calendar" button. Format required for dates is as follows: MM/DD

Page 3: Meal Information Sponsor: ZZZ Summer Sponsor Site: ZZZ Elementary School Revision: () Status: Unsubmitted ProgramYear: 2020 History Click here to view site participation history Meal Service Information Meal Pattern: SFSP Meal Pattern Offer vs. Serve: Yes O No If you wish to operate Offer vs. Serve (OVS) at this site, you *must* select the OVS option and apply it to the appropriate meal types where it will be offered/available for this site Please be sure to (LA OVS State Agency Waiver, approved by USDA 4/20/19). clearly convey If yes above, please complete the following: the OVS Meal Types indication to ALL ☐ Breakfast ☐ Lunch ☐ Supper site-level staff Children are supervised during meal by: □ Teachers □ Site Supervisor □ Aides Other | How many children can eat at this site at one time? I certify that the maximum number of children served at the site is within any limits imposed by any applicable governing authority such as the State Fire Marshal, State Health Department, local ordinances, Board policy, etc. Is there shift feeding? O Yes No If yes, how many shifts? Use the standards in the Louisiana Sanitary Code to describe the arrangements for the following: Delivery of meals until time of service:

Remember that, without USDA approval of an OVS Waiver:

- Only SFAs have the option of offering OVS with the NSLP/SBP pattern.
- 2. However, if the SA receives a statewide OVS Waiver for Summer 2020 (as done in Summer 2019), sponsors of all types will be able to request use of OVS via page 3 of each facility-level application.



Page 4: Staffing Information					
Sponsor: ZZZ Summer Sponsor					
Site:	ZZZ Elementary School				
Revision:	0	Status:	Unsubmitted	ProgramYear: 2020	
History	Click here to view site participation history				

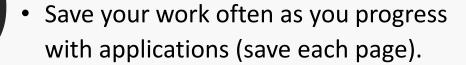
Site Staff

Staff Member	Position	Hours/Day	Days/Year	Hourly Salary	Funding Source	Total Salary Paid by SFSP		
Mini Bee	POS Clerk/Server	3.0	44	\$8.50	SFSP	\$1,122.00	Edit D	<u>elete</u>
Q.B. In-Training	Technician	4.0	44	\$8.50	SFSP	\$1,496.00	Edit D	<u>elete</u>
Queen Bee	Site Supervisor	5.0	44	\$10.00	SFSP	\$2,200.00	Edit D	<u>elete</u>
Prefix First MI Last		0 🗸			~		Add	

- The same process is followed for the 'Site Staff' (or Staffing Information) section as for Administrative Staffing Information section on the Sponsor application. A site supervisor must be designated, along with all staff assisting at the site.
- The staffing information entered here, once saved, will automatically calculate [if paid with the SFSP funding source] and populate into the "Sponsor Budget".
- Once staffing has been completed for all facility apps, the sponsor can finalize page 5 of the Sponsor application, check applications for accuracy, and submit for approval.

PREPARING YOUR ONLINE APPLICATION

IMPORTANT REMINDERS!





- If error messages display on any given page of the application, despite all data being entered, be sure to click "save" once more. This should eliminate any outstanding error.
- Enter "sponsor" comments on any page of the sponsor and/or facility application(s) as needed to provide clarification to the SA.
- If anything changes during the program (staff replacement, program length changes, more children participating, etc.) this must be updated in the online application and resubmitted for approval.
- A program may <u>not</u> begin until approval has been received.

PROVIDING REIMBURSABLE MEALS



PROVIDING REIMBURSABLE MEALS MEAL PATTERN REQUIREMENTS

- All sponsoring organizations <u>must</u> meet minimum meal pattern requirements for the SFSP at all operating sites.
- SFA sponsors may do so by utilizing the SFSP Meal Pattern <u>or</u> the more detailed NSLP/SBP meal pattern.

Note: Indication of which meal pattern is being utilized at <u>each</u> operating site must be provided in the site's corresponding facility application. Non-SFA Sponsors will have facility applications that auto-default to the "SFSP Meal Pattern".

With the exception of SFA sponsors, all sponsors must utilize the SFSP meal pattern.

Therefore, these are the meal pattern requirements that will be covered on upcoming slides.



PROVIDING REIMBURSABLE MEALS MEAL PATTERN REQUIREMENTS

IMPORTANT NOTICE!

- <u>In October 2018</u>, USDA announced several Policy Memoranda Rescissions that would impact the SFSP, beginning with Summer 2019.
- One of these rescissions, in particular, impacted flexibilities that had been in place for some years concerning use/application of the OVS option.
- This OVS Policy Rescission applied to <u>ALL</u> sponsor types, and was to be interpreted as follows:
 - Without approval of an OVS waiver, only SFA sponsors would be permitted to utilize the OVS option (and only with the NSLP/SBP Meal Pattern).

PROVIDING REIMBURSABLE MEALS MEAL PATTERN REQUIREMENTS

IMPORTANT NOTICE!

What steps has the SA taken on behalf of sponsors?

- In Summer 2019, the SA applied for a State-Wide OVS Waiver.
 Approval was granted by USDA on April 20, 2019.
- This allowed the SA to become the determining authority for sponsors who wished to utilize OVS with the SFSP Pattern.
- The SA has applied for another State-wide OVS Waiver (for its 2020 SFSP) and is awaiting approval now.

PROVIDING REIMBURSABLE MEALS

SFSP MEAL PATTERN: BREAKFAST AND LUNCH/SUPPER REQUIREMENTS

	Component	<u>Minimum</u> Serving Size		
Breakfast	Milk	1 cup		
(offering of 3 components and 3 items)	Vegetable/Fruit	½ cup		
	Grain/Bread	1 serving		
Lunch or	Milk	1 cup		
Supper	Vegetable/Fruit	3/4 Cup, from 2 [or more] <u>different</u> choices		
(offering of 4 components and 5 items)	Grain/Bread	1 serving		
·	Meat/Meat Alternative	2 ounces (oz)		

PROVIDING REIMBURSABLE MEALS

SFSP MEAL PATTERN: SNACK REQUIREMENTS

	Component	Minimum Serving Size
Snack	Vegetable/Fruit	¾ cup (or 6 oz 100% juice)
(am or pm) Select two of the four components in at least the	Grain/Bread	Bread – 1 slice Cornbread, Rolls, Muffin – 1 oz Cooked cereal – ½ cup Cold, Dry Cereal – ¾ cup or 1 oz
minimum portion size each day	Meat/Meat Alternate	1 oz
	Milk	1 cup

Sponsors may not serve two beverages as a reimbursable snack.

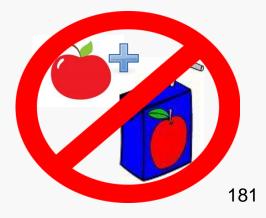
If offering one component in the form of a beverage (i.e. milk), the other component must not also be a beverage (i.e. 100% juice).



SFSP MEAL PATTERN: SNACK REQUIREMENTS

To recap...

- ◆A snack must contain a minimum of two food items from two different component groups, in the minimum specified portion.
- ◆Juice cannot be served when milk is served as the only other meal component.



SFSP MEAL PATTERN: WHEN OVS IMPLEMENTATION IS TO BE UTILIZED

Please be reminded that...

- OVS is <u>not</u> permitted with Snack Meal Service.
- ◆ When OVS is offered as an option with lunch and/or supper, a child may decline one or two (at max) food items contained in the reimbursable meal. With the SFSP Meal Pattern, there is no requirement for a child to take ½ cup of fruit or vegetable.
- ◆ When offered as an option at breakfast, the menu planner must adjust the planned menu to include a 4th item/menu offering (which, can be in the form of another fruit/vegetable offering, another grain offering, or a m/ma) in its minimum required portion. In cases where OVS is utilized at breakfast, with four items offered, a child may only decline one (1) item.

OVS is commonly cited as a finding on SFSP Reviews. Often, site staff do not have a clear understanding of the requirements. Please contact the SA if you feel that additional admin and/or site-level training is needed.

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SFSP MEAL PATTERN - GENERAL RULES

- All participating children $\underline{\text{must}}$ be offered ALL required meal components as per the meal pattern (otherwise, these meals must not be claimed \rightarrow possible exception = diet orders).
- All meal components must be eaten on site, unless you have requested and received permission from the state agency to allow children to take items off site (*).
- All children must first be provided with a meal before any adults may receive a meal (includes kitchen staff).

*Congregate meals are a program requirement.

Field trips are one exception where children may consume (reimbursable) meals off-site, provided that the organization has given the state agency prior notification and all safety/sanitation requirements are met.

SFSP FIELD TRIP NOTIFICATION

- Sponsors <u>must</u> notify the SA anytime that there will be a change in the *approved meal schedule* at a site.
- In the case of a scheduled field trip, where SFSP meals will be consumed by children off-site, written notification should be sent <u>in advance</u> to the SFSP coordinator (preferably by email: <u>Shanna.Legier@la.gov</u>).
- The same minimum meal pattern requirements must be adhered to if the sponsor wishes to claim the meals for reimbursement. Extra caution should be exercised to ensure that food is properly stored and maintained.





- Meals must be served only at the times approved in the most current online facility application. Any changes to your approved serving times or ADP levels must be submitted online and approved <u>prior to</u> implementing the change at the site-level.
- Recycling returned milk (or any other discarded items from a served tray) for a future meal service is not allowed by the LA Sanitary Code.
- ◆ If you are delivering meals to any sites, you must maintain Satellite Account Forms/Reports. Refer to SFSP Memos section of the website for this prototype document*.

* From the CNP Website, click on <u>Memos/Resources</u> then "<u>Summer Food Service</u>

<u>Program</u>" and, finally, on "<u>Memos</u>". The Satellite Account Report can be found in the <u>SA SFSP Forms Book</u>, posted as memo SFS 20-47.

Home page: http://cnp.doe.louisiana.gov

SATELLITE ACCOUNT FORM/REPORT

Areas shaded in <u>white</u> are to be completed by the <u>driver</u>.

Areas shaded in gray are to be completed by the site representative receiving the meals at the time of receipt.

A completed example of this form is provided in the "Documenting Your SFSP" Section of this training.

		Satellite A	Account	Rep	ort*		
(*Should be fille	ed out and	signed daily fo	or sites tha	t rece	eive meals fron	n a central kitche	en)
Sponsor Agency:							
Central Kitchen Site:							
Satellite Site:							
Date:							
◯ Breakfast ◯ Lunch	Suppe	r 🔘 AM Sr	nack 🔘	PM S	Snack		
Table below for: Bulk Items Sh	ipped	C	Quantity: _				
Items		Qu	antity		Portion Size	Temper	
	Check if accurate at receipt		acc	ck if urate eceipt		Leaving central kitchen	Arriving at site
<u> </u>							
/							
(able below for: Pre-Plated Me	als Shippe	d Quar	ntity:				
Items	Check if		Portion	Size		Temper Leaving central	Arriving at site
	accurate					kitchen	Arriving at site
	at receipt						
Additional Items Shipped fo	r Future Us	e					
Items		Quan	ntity	F	ortion Size	Temper	
	Check if accurate at receipt		Check if accurate at receipt			Leaving central kitchen	Arriving at site
Driver:					Time Depa	rted:	
(I verify that the above	information	n is true and a	ccurate)				
Comments:							
Site Representative:					Time Rec	eived:	
(I verify that the above information is true and accurate)							
Comments:							

MEAL SERVICE REQUIREMENTS

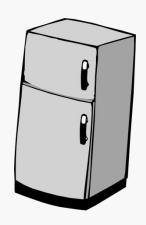
The following restrictions apply when meals are delivered to SFSP sites:



 Meals must be delivered no more than one hour prior to the beginning of meal service

OR

 Facilities must exist on-site for storing food proper temperatures



This is addressed in the SFSP Federal Regulations, at 7 CFR Part 225.

MEAL SERVICE REQUIREMENTS

- ◆ There is a maximum of 200 sites for all sponsor types.
- ◆ No sponsor can serve more than a maximum total average daily participation of 50,000 children
- ◆ State agency may impose stricter maximums on number of facilities and/or ADPs as necessary.



SFSP MEAL COMPONENT INFORMATION

MILK COMPONENT



- Must be pasteurized, fluid, Vitamins A and D enriched
- Can be whole, skim, low fat, flavored or unflavored
- Must be <u>offered</u> with **each** reimbursable breakfast, lunch, and/or supper; it is an optional component with snack, so long as two full other component options are offered
- <u>Cannot be</u> counted toward meal requirements when used in recipes
- ◆ If following the SFSP meal pattern, choice of milk is not required (i.e. FF chocolate and 1% white)
- Do not freeze milk to be used in the SFSP

NON-CREDITABLE MILK ITEMS

- Half and half
- ◆ Cream
- ◆ Ice cream or ice milk
- Puddings, custards
- Nonfat dry milk
- Cheese
- ◆ Yogurt

- Evaporated milk
- Powdered cocoa mixes
- Commercial milkshakes
- Cream soups
- ◆ Imitation milk
- Sour cream



These items are <u>not</u> creditable towards SFSP Meals.

MEAT/MEAT ALTERNATE (M/MA) COMPONENT

- Lunch and supper meals must contain a creditable meat or meat alternate. For lunch and supper, the edible portion must weigh at least 2 ounces without bone
- ◆ Breakfast is <u>not</u> required to contain a M/MA



- Luncheon meats and frankfurters must be "all beef" or "all meat" with no by-products or extenders
- Commercially prepared yogurt, cheese, cheese spreads, and cheese foods are creditable meat alternates when used in the correct quantities

MEAT/MEAT ALTERNATE COMPONENT

- Meat, fish, poultry, and eggs, such as:
 - ◆ Beef, chicken, fish, ham, pork, turkey and eggs
- ◆ Cheese, such as:
 - American, cheddar, cottage, mozzarella, parmesan, ricotta, Swiss
- Dry beans and peas
- Nuts and seeds
- Commercially produced yogurt, plain or flavored, unsweetened or sweetened (any fat content)
- Alternate protein product (APP), such as:
 - Products mixed or made into food items (ground beef patties, tuna salad, etc.)



ALLOWABLE M/MA!

NON-CREDITABLE M/MA ITEMS

- ◆ Bacon/salt pork
- ◆ Liverwurst
- ◆ Imitation seafood
- ◆ Ham hocks
- Neck bones
- ◆ Beef jerky

- ◆ Imitation cheese
- ◆ Cheese "products"
- ◆ Cream cheese
- Frozen or homemade yogurt
- ◆ Tofu
- ◆ Coconut



<u>NOTE</u>: Commercially prepared combination foods (e.g., pizza, burritos, chicken nuggets) must have documentation from the manufacturer (i.e. Child Nutrition [CN] labels or product formulation statement [PFS]) to substantiate compliance with required quantities.

These items are <u>not</u> creditable in the SFSP.

FRUIT/VEGETABLE COMPONENT

- ◆ Two or more *different* vegetables or fruits must be served for lunch and supper, **and** the combined serving size must be at least ¾ cup (c).
- ◆ Cooked dried beans or peas can be counted <u>as</u> EITHER a M/MA or as a vegetable, but *not* both in one meal.
- ◆ The minimum countable portion of a vegetable or fruit item is 1/8 c.
- ◆ Juice must be 100% full strength.
- ◆ At lunch and supper, no more than one-half of the total requirements may be met with full-strength juice.

WHAT AM I ?!

Vegetable

FRUIT/VEGETABLE COMPONENT

- ◆ Sponsors may <u>not</u> serve two forms of the same fruit or vegetable in the same meal.
- ◆ For example, an orange and orange juice would not be an acceptable combination. Nor would an apple and applesauce be acceptable.



FRUIT/VEGETABLE COMPONENT

- ♦ Whole fruits/vegetables
- ◆Cooked vegetables
- ◆Full strength (100%) fruit or vegetable juice
- ◆Cooked or canned fruit
- ◆Thawed, frozen fruit
- Dried fruits

ALLOWABLE FRUIT/ VEGGIES!

Please note that fruit within yogurt, whether blended, mixed, or on top, <u>cannot</u> <u>be</u> credited toward the fruit requirement.

Extra fruit – provided as a separate component on the line- can be credited, however

NON-CREDITABLE FRUIT/VEGGIE ITEMS

- ◆ Fruit-flavored gelatin
- ◆ Fruit sherbet
- Hominy
- ◆ Fruit "drinks"
- ◆ Fruit "punch"
- Sports drinks
- Fruit breads

- ◆ Powdered drinks
- Juice beverages
- ◆ Pickle relish
- Potato chips
- Ketchup
- ◆ Fruit jams, jellies



These items are <u>not</u> creditable in the SFSP.

GRAIN/BREAD COMPONENT

- ◆ Under the SFSP meal pattern, each grain/bread serving must contain a minimum of 14.75 grams of enriched or whole grain meal or flour, bran, and/or germ. (Note that the NSLP/SBP meal pattern requires 16.0 grams of grain to credit as one serving)
- ◆ With the SFSP meal pattern, cooked *enriched* (white) <u>or</u> whole grain/WG-rich rice, macaroni or noodle products may be used to meet the grain/bread requirement. One serving is equal to ½ cup.

To SFAs who utilize the "SFSP meal pattern" in the summer months, please note that for determining crediting of grains, you will be using the "old" bread/grains chart (utilized several years back for SFS).

Refer to the following link to view SFSP Grain/Bread Crediting*: https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf

*Note that the "minimum serving size" column (last column to the right) is the correct one for use with the SFSP Meal Pattern

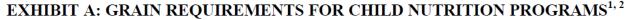
GRAIN/BREAD COMPONENT

- Minimum quantities to be offered for grains/breads vary depending on the *specific* type of grains/breads being offered.
- ◆ This is why it is important to refer to the Grain/Bread Chart (referenced on previous slide) to determine whether commercially prepared items [i.e. bagels, muffins, waffles, etc.] meet the minimum portion size for meals served.
- ◆ For example, one bagel, weighing 25 grams, would credit as one full serving of bread/grain. Whereas, for a muffin, it would take 50 grams to credit as the same (one full serving).

https://foodbuyingguide.fns.usda.gov/ Content/TablesFBG/ExhibitA.pdf



GRAIN/BREAD COMPONENT

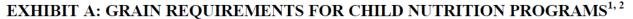


Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

	Group A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
•	Bread type coating	1 oz eq = 22 gm or 0.8 oz	1 serving = $20 \text{ gm or } 0.7 \text{ oz}$
•	Bread sticks (hard)	3/4 oz eq = 17 gm or 0.6 oz	3/4 serving = 15 gm or 0.5 oz
•	Chow Mein noodles	1/2 oz eq = 11 gm or 0.4 oz	1/2 serving = 10 gm or 0.4 oz
•	Savory Crackers (saltines and snack crackers)	1/4 oz eq = 6 gm or 0.2 oz	1/4 serving = 5 gm or 0.2 oz
•	Croutons		
•	Pretzels (hard)		
•	Stuffing (dry) Note: weights apply to bread in stuffing.		
	Group B	Oz Eq for Group B	Minimum Serving Size for Group B
•	Bagels	1 oz eq = $28 \text{ gm or } 1.0 \text{ oz}$	1 serving = $25 \text{ gm or } 0.9 \text{ oz}$
•	Batter type coating	3/4 oz eq = 21 gm or 0.75 oz	3/4 serving = 19 gm or 0.7 oz
•	Biscuits	1/2 oz eq = 14 gm or 0.5 oz	1/2 serving = 13 gm or 0.5 oz
•	Breads - all (for example sliced, French, Italian)	1/4 oz eq = 7 gm or 0.25 oz	1/4 serving = 6 gm or 0.2 oz
•	Buns (hamburger and hot dog)		
•	Sweet Crackers ⁵ (graham crackers - all shapes, animal		
	crackers)	Here is a screenshot	of a nortion of the
•	Egg roll skins		·
•	English muffins	Grain/Bread Chart. Note	that there are a total of
•	Pita bread	nine (9) groups in which	items could fall under
•	Pizza crust	` , 5	
•	Pretzels (soft)	labeled gro	oups A -I .
•	Rolls		
•	Tortillas		

Tortilla chips

GRAIN/BREAD COMPONENT



Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

	Group A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
•	Bread type coating	1 oz eq = 22 gm or 0.8 oz	1 serving = $20 \text{ gm or } 0.7 \text{ oz}$
•	Bread sticks (hard)	3/4 oz eq = 17 gm or 0.6 oz	3/4 serving = 15 gm or 0.5 oz
•	Chow Mein noodles	1/2 oz eq = 11 gm or 0.4 oz	1/2 serving = 10 gm or 0.4 oz
•	Savory Crackers (saltines and snack crackers)	1/4 oz eq = 6 gm or 0.2 oz	1/4 serving = 5 gm or 0.2 oz
•	Croutons		
•	Pretzels (hard)		
•	Stuffing (dry) Note: weights apply to bread in stuffing.		
	Group B	Oz Eq for Group B	Minimum Serving Size for Group B
•	Bagels	1 oz eq = $28 \text{ gm or } 1.0 \text{ oz}$	1 serving = 25 gm or 0.9 oz
•	Batter type coating	3/4 oz eq = 21 gm or 0.75 oz	3/4 serving = 19 gm or 0.7 oz
•	Biscuits	1/2 oz eq = 14 gm or 0.5 oz	1/2 serving = 13 gm or 0.5 oz
	Breads - all (for example sliced, French, Italian)	1/4 oz eq = 7 gm or 0.25 oz	1/4 serving = 6 gm or 0.2 oz
•	Buns (hamburger and hot dog)		
•	Sweet Crackers' (graham crack		

Egg roll skins English muffins Here is a calculation example:

If the menu planner wishes to offer a frankfurter on bun with the lunch meal, would a 30 gm bun be large enough to credit as 1 serving grain/bread? (Answer = YES!)

• Rolls

Tortillas

Tortilla chips

crackers)

Pita bread

Pizza crust Pretzels (soft) We need at least 25 gm of hotdog bun to equal one serving

GRAIN/BREAD EXAMPLE #1

Tips for determining crediting of a grain/bread:

- Step 1: Determine portion size to be served, as indicated on planned menu. In this case, we'll assume the serving size = 1 bun
- Step 2: Review planned serving against the product's nutrition facts label to determine weight of the product per planned serving. In this case, 1 bun (our planned serving) = 45 gm
- Step 3: Determine which category this item falls under on the grains/bread chart (screenshot of the group can be found on the previous slide). A hotdog bun is listed under Group B. This group requires 25 gm to equal one serving.
- Step 4: Divide your product's weight against the weight required to produce one full serving. 25 q/45 q= 1.8 servings [or 1.75*]

*Note that the creditable yield of grain/breads is always rounded down to the nearest 0.25 (or ¼)

Nutrition Facts

12 servings per container

Serving size 1 Bun (45g)

Amount per serving

Calories	110
%	Daily Value*
Total Fat 1.5g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 190mg	8%
Total Carbohydrate 20g	7%
Dietary Fiber 2g	7%
Total Sugars 3g	
Includes 3g Added Sugar	rs 6 %
Protein 4g	
Vitamin D 0mcg	0%
Calcium 57mg	4%
Iron 2mg	10%
Potassium 74mg	2%
Thiamin 0.3mg	25%
Riboflavin 0.1mg	8%

*The % Daily Value tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Calories per gram:

Fat 9 · Carbohydrate 4 · Protein 4

GRAIN/BREAD EXAMPLE #2

Tips for determining crediting of a grain/bread:

- Step 1: Determine portion size to be served, as indicated on planned menu. In this case, we'll assume the serving size = 1 BAGEL
- Step 2: Review planned serving against the product's nutrition facts label to determine weight of the product per planned serving. In this case, 1 BAGEL (our planned serving) = 85 gm
- Step 3: Determine which category this item falls under on the grains/bread chart (screenshot of the group can be found two slides back). A bagel is also listed under Group B. This group requires 25 gm to equal one serving.
- **Step 4**: Divide your product's weight against the weight required to produce one full serving. 25 g/85 g= 3.4 servings [or 3.25*]

*Note that the creditable yield of grain/breads is always rounded down to the nearest 0.25 (or ¼)

BAGEL

Serving Size 1 Bagel 85g (Approx. 3oz Amount Per Serving Calories 230 Calories from Fat 10 % Daily Value Total Fat 1g 1% Saturated Fat 0g 0% Trans Fat 0g Cholesterol Omg 0% 16% Sodium 390mg Total Carbohydrate 45g 15% Dietary Fiber 2g Sugars 4g Protein 9g Vitamin A 0% Vitamin C 0% Calcium 0% Iron 20% Folic Acid 20% Total Fat 2,400mg at 9 · Carbohydrate 4 · Protein 4

GRAIN/BREAD COMPONENT

- Whole-grain or whole- wheat
 - Bagels
 - ◆ Breads
 - ◆ Cereal (RTE)
 - Crackers
 - Pita Bread
 - ◆ Rolls
 - Noodles or pasta
 - Whole-corn tortillas
 - Brown rice
 - Buckwheat
 - Oatmeal
 - Quinoa

- Enriched grains, like:
 - Bagels
 - Cereal (RTE)
 - Cornbread
 - Muffins
 - Crackers
 - Tortillas
 - Noodles or pasta
 - Pita bread
 - Rolls
 - Wheat bread or white bread
 - Enriched rice
 - Enriched or fortified cereal

ALLOWABLE GRAINS/BREADS!

MORE ON GRAINS....



◆ The serving size for <u>cooked cereal</u> must be at least ½ cup to equal one serving of bread.

◆ The serving size of dry cereal must be at least ¾ cup or 1 oz to equal one serving of bread.



 Coffee cake, sweet rolls or doughnuts made with whole grain or enriched flour can be used as a bread component for breakfast or snacks <u>only</u>.

NON-CREDITABLE GRAIN/BREAD ITEMS



- Tapioca pudding
- Potatoes
- Potato chips
- Hominy



These items are <u>not</u> creditable in the SFSP.

SERVING LARGER PORTIONS IN THE SFSP

- ◆ Offering portions of food that are larger than the minimum required serving size is allowable within the SFSP meal pattern as there are no maximum limits on any food components.
- If chosen wisely, additional foods can increase the variety of nutrients offered, such as extra vegetables, fruit or whole grains.

Do note that:

If a program chooses to purchase additional food with SFSP funds; the food must be creditable* under the meal pattern requirements.



*One exception to this would be condiments and spreads.

These items, when offered with creditable food offerings, can be purchased with Program funds.

important message

CHILDREN UNDER 6 YEARS OF AGE

- State agencies (SA) may authorize sponsors to follow the CACFP meal pattern requirements (7 CFR 226.20) for infants and children under six years old, which include smaller serving sizes than are indicated in the SFSP meal pattern.
- The sponsor <u>must</u> be able to ensure that each age group is receiving the appropriate minimum serving sizes indicated in the CACFP meal pattern. Additionally, food should always be of a texture and a consistency that is appropriate for the age and development of the children being served.

If interested, please be sure to contact the SA <u>PRIOR</u> <u>TO</u> initiating this flexibility in your SFSP.



ADULT MEALS

At each sponsor's discretion, meals may be served to persons other than eligible children, such as program and non-program adults.

However, this may <u>only</u> be done after all participating children have been offered a reimbursable meal.

Program Adults –

Staff members involved at the site in the preparation or serving of meals.

→ Meals are generally provided free of charge to these individuals. The meals cannot be claimed for reimbursement, but the cost of providing these free meals is an allowable program operating cost

Non-program Adults –

Adults *not directly related to* meal preparation or service.

→ May be served meals, but the cost of the meal must be covered by the adult or by some other funding source (other than SFSP).

WHEN/IF SERVING ADULT MEALS

- ◆ Adult meals must be recorded in the appropriate category (as program or non-program adults) on the daily meal count (DMC) sheet/form.
- ◆ The counts **must** be maintained <u>separately</u> from reimbursable meals.
- ◆ It is at the sponsor's discretion as to whether adult meals will be served.
- ◆ Any money collected for the sale of non-program adult meals must be deposited into the SFSP non-profit account for use in the program.

Sponsors must *clearly* convey to their site staff whether non-program adult meals will be sold in their SFSP.

And, if sold – what the process will be for collecting funds and turning the funding over to the central office.



WHEN/IF SERVING ADULT MEALS

- Meals served to adults are never reimbursable.
- ◆ The suggested price to charge non-program adults is normally your "cost" to produce the meal. Be sure to include the cost of commodities.
- ◆ SFSP funds cannot be used to subsidize the cost of non-program adult meals.



A LA CARTE ITEMS AND THE SFSP

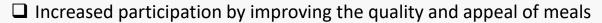


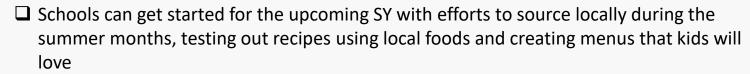
- May be sold by SFSP sponsors or sites during meal service.
- However, program and non-program (a la carte) components of the food service must be tracked *separately*, accounting for the receipt, obligation, and expenditure of all SFSP funds.
- ◆ The sponsor must maintain accounting records documenting proper cost allocation between Program (reimbursable meals and/or program adult meals) and Non-Program (i.e. a la carte) components of its food service operation and the SA must ensure through the review process that ALL SFSP reimbursements are used <u>solely</u> for conducting nonprofit food service operations.



FARM TO SUMMER

- Because summer time is a time of agricultural abundance, USDA strongly encourages SFSP sponsoring organizations to purchase locally.
- ◆ There are many benefits to purchasing locally. Some include:







☐ Kids and teens access fresh, nutritious meals and experiential learning activities at meal sites, staying nourished and active while school is out







FARM TO SUMMER

- More information can be obtained as follows:
 - The Farm to Summer Section of USDA's Farm to School website: http://www.fns.usda.gov/farmtoschool/farm-summer
 - The Procuring Local Foods for CNP Guide, which showcases the many ways that summer meal sponsors can purchase local foods: https://www.fns.usda.gov/sites/default/files/f2s/ProcureLocalFoodsCNPGuide.pdf



PLANNING SFSP MEAL SERVICE

ADVANCE PLANNING OF MEALS IS KEY!

Consider the following...

- Offering a variety of foods
- Incorporating commodities
- Shopping competitively (quality for cost)
- Use of seasonal products
- Preparation time, food products, equipment and staff
- Incorporating locally produced foods



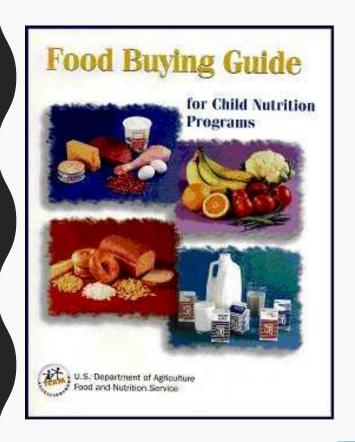
THE USDA FOOD BUYING GUIDE (FBG) –



HELPS ELIMINATE THE "GUESSWORK" IN PLANNING!

- ◆ The FBG provides an extensive listing of foods to help determine appropriate amounts of food to purchase.
- ◆ The USDA FBG Booklet is available from this web address: https://foodbuyingguide.fns.usda.gov/Appendix/DownLoadFBG
- ◆ The FBG Online Calculator is available at: https://foodbuyingguide.fns.usda.gov/Home/Home
- Additionally, there is now a FBG Mobile App that users can download and use from their smart phone/tablet: https://www.fns.usda.gov/tn/food-buying-guide-mobile-app

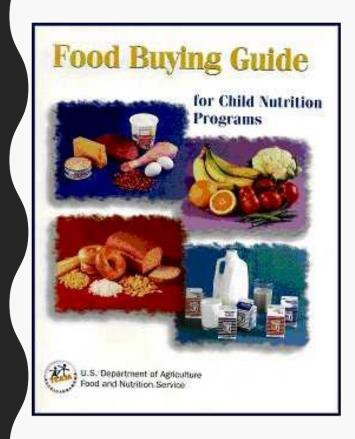
A HELPFUL TOOL FOR SPONSORS: USDA FOOD BUYING GUIDE (FBG)



New sponsors can print (or download/save a copy of) the entire FBG from USDA's website.

There is a USDA FBG User's Manual (last update 12/18) available at the following link: https://foodbuyingguide.fns.usda.gov/Content/Tab lesFBG/FNS-FBG-User-Manual.pdf

USDA FOOD BUYING GUIDE (FBG)

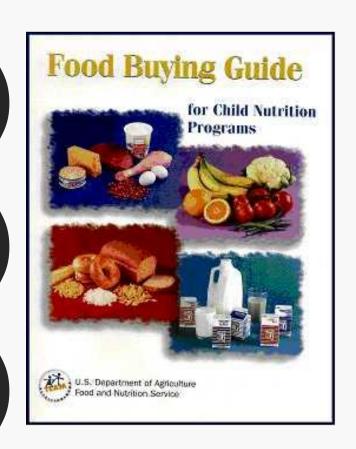


Provides sections on:

- Meat/MA
- Vegetables
- Fruits
- Grains
- Milk

Assists menu planner in determining the <u>total quantity</u> needed (for purchase) of a product in order to produce a specified number of portions.

USDA FOOD BUYING GUIDE (FBG)



The FBG booklet can be used when *manually* calculating food quantities needed to produce a specified number of servings of particular portion size.

*Helps to prevent overproduction (i.e. waste), as well as underproduction (shortages in component offerings).

THE FBG BOOKLET- MANUAL CALCULATIONS

- Sponsor XYZ wants to offer <u>Frito Pie</u> on the lunch menu and wishes for each entrée to yield 1 serving of creditable grain (from Fritos).
- What is the total quantity of Fritos needed to produce <u>250</u> servings of this entrée (with each serving crediting as one grain per serving)?

We must first access the Grains subsection of the FBG Booklet (see Grains "Yield Table" and locate the line item in Section 4 (Grains) for "corn chips" aka Fritos

1. Food As Purchased, AP	Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
CORN CHIPS (Tortill	a Chips)				
	Pound	20.00	3/4 grains serving (about 1/2 cup; must weigh at least 21 g or 0.75 o z)	5.00	
	Pound	15.00	1 grains serving (about 2/3 cup; must weigh at least 28 grams or 1.0 oz)	6.70	
The					

The highlighted row provides the creditable amount per portion



THE FBG BOOKLET- MANUAL CALCULATIONS

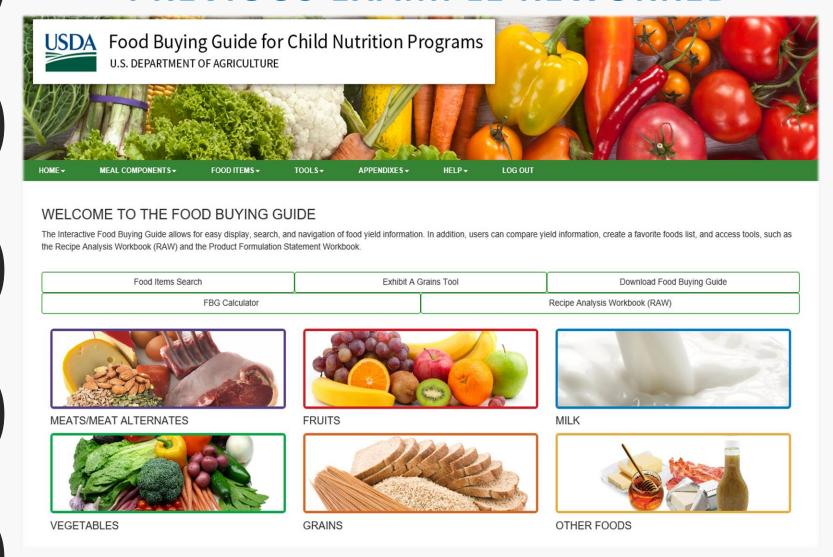
1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
CORN CHIPS (Tortill	a Chips)				
Corn Chips ^{2,3} (Group B)	Pound	20.00	3/4 grains serving (about 1/2 cup; must weigh at least 21 g or 0.75 oz)	5.00	
	Pound	15.00	1 grains serving (about 2/3 cup; must weigh at least 28 grams or 1.0 oz)	6.70	

250 planned
servings
--- divided by ---15 (2/3 c) servings
per pound
=
16.67 TOTAL
pounds needed

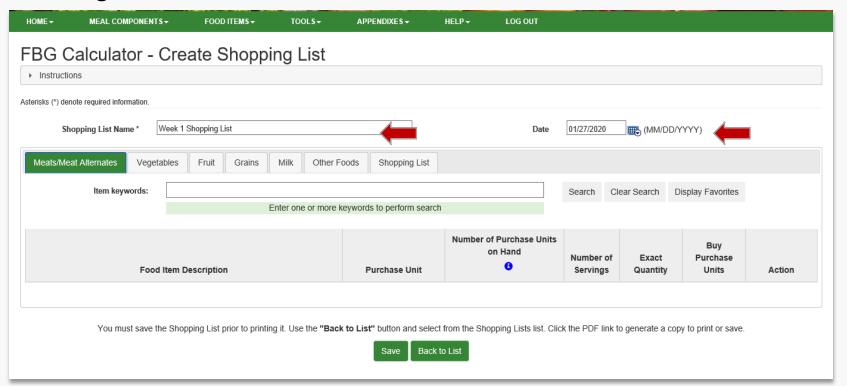
The FBG tells us that every 2/3 c serving equals 1 grain/bread serving and also that for every "pound" (purchase unit) of this product, there are 15 (2/3 c servings).

So, the question is....

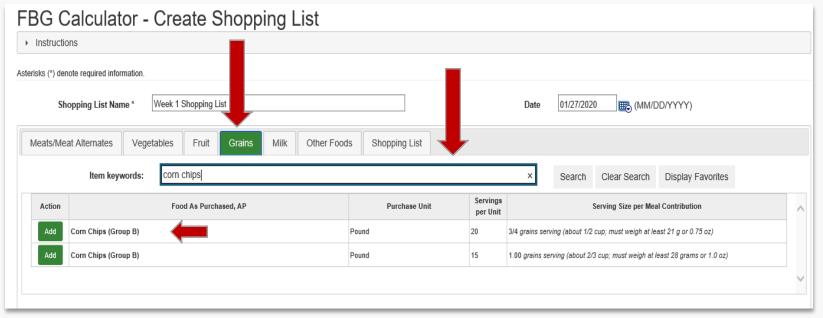
How many pounds do we need for 250 (2/3 c servings)?



- The Online FBG allows users to create "shopping lists" to assist in ordering of food items/ingredients. Click on "Tools" → then on "FBG Calculator – Create Shopping List"
- The user can name the list (i.e. week 1 menu), record a date, and begin adding items.

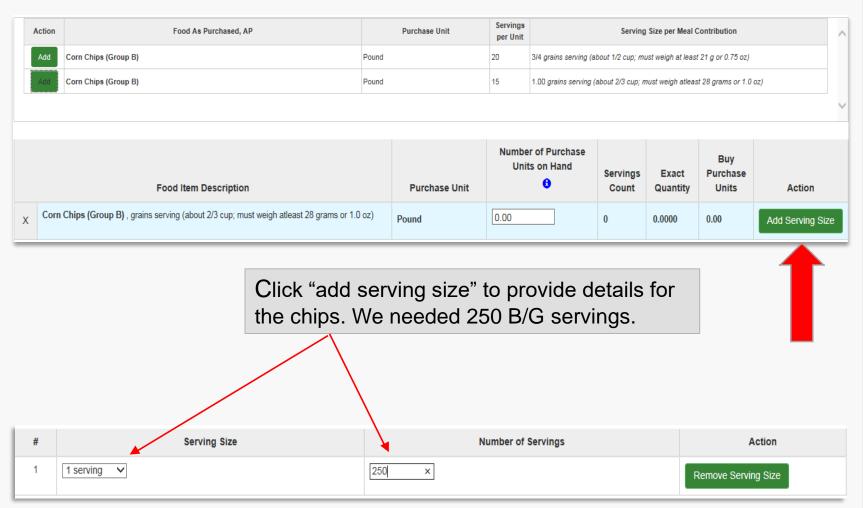


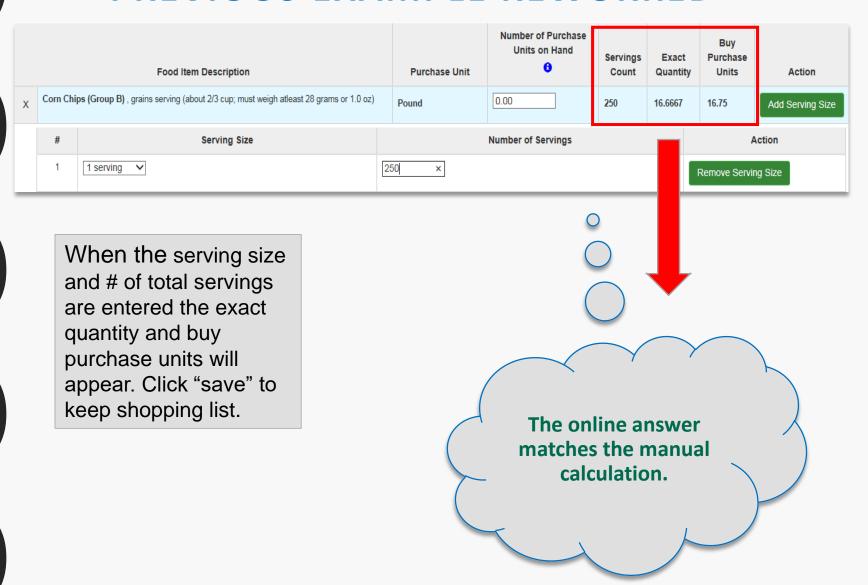
- Click on the component group where the food item credits and then type in the keyword(s) to perform the search.
- The user has selected the "grains" group and searched for the item "corn chips" under that category.



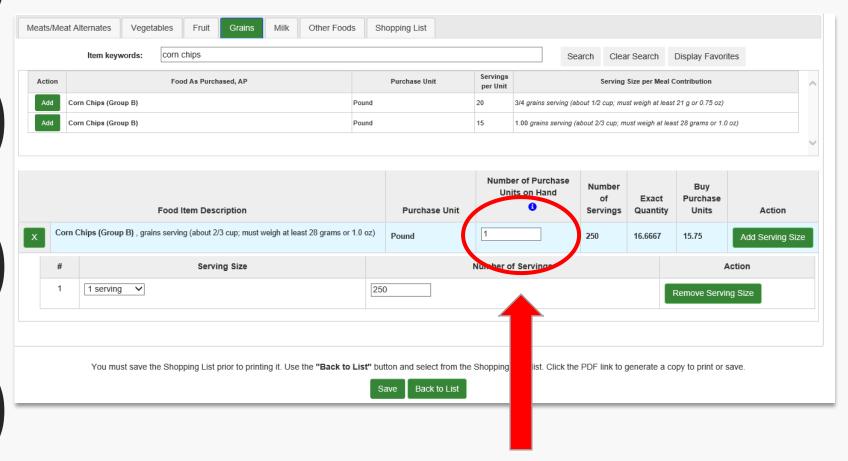
PREVIOUS EXAMPLE REWORKED

Click the add button next to the item to customize.



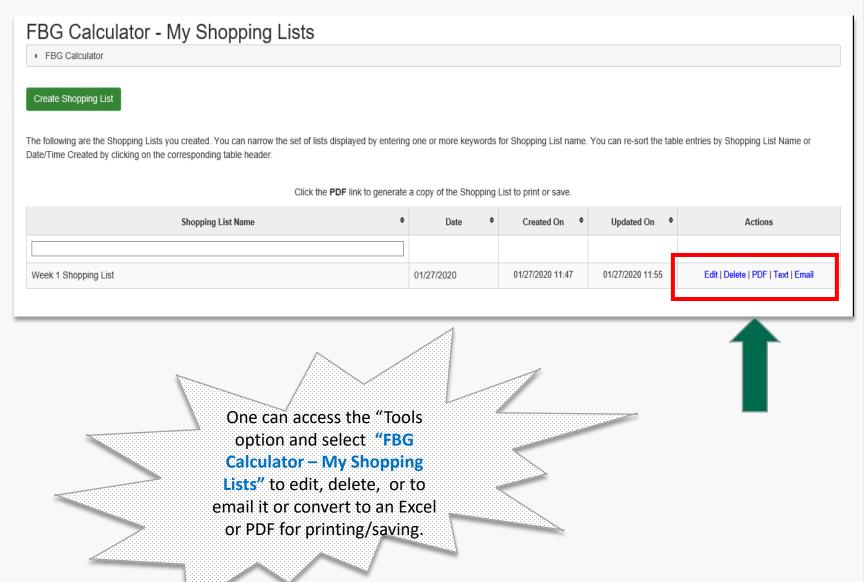


THE FBG ONLINE CALCULATOR OPTION TO REPORT/ INCORPORATE "LEFTOVERS"



If the sponsor already had some corn chips on hand, the amount can be entered into "number of purchase units on hand." The tool will reduce the purchase amount needed. If no corn chips were on hand, this would be left at "0". Don't forget to save as you go!

THE FBG ONLINE CALCULATOR SAVING AND EXPORTING SHOPPING LISTS



WHY USE THE FBG?



- ✓ Ensures *sufficient quantities* of food items are purchased.
- ✓ Helps prevent overproduction which also reduces cost.
- ✓ During required reviews, State and USDA staff will check to ensure that the appropriate amount of food was prepared for the number of servings planned.

SFSP sites must always plan meals with the <u>intent</u> of serving "one reimbursable meal" to each eligible child.

PLANNING THE SFSP MEAL SERVICE DOCUMENTATION OF PROCESSED/COMMERCIALLY PREPARED FOODS

- ✓ Child Nutrition (or CN) Labels, product labels, and/or product formulation statements (PFS) provide a way for food manufacturers to communicate with CNP operators.
- ✓ These documents explain how products may contribute to the meal pattern requirements for meals served under USDA's CNPs.



WHY USE COMMERCIALLY-PREPARED FOODS?

These items are often used because:

- Labor/staffing needs are reduced
- Children are more likely to eat them

E.g. Pancake on a stick, chicken nuggets, French toast sticks, pizza

Sponsors must be able to provide the nutritional contribution of all commercially prepared food. The sponsor will need documentation that shows the creditable portion of the components listed:

- Meat/meat alternate
- Grains/bread
- Fruit
- Vegetable



CN Labeling Details/Facts are available at the following link:

https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry

ACCEPTABLE DOCUMENTATION FOR COMMERCIALLY PREPARED ITEMS

When utilizing commercially prepared products (aka items that are <u>not</u> found in the FBG), be sure to purchase foods that have a **Child Nutrition (CN) Label** <u>or</u> obtain a **Production Formulation Statement (PFS)** from the manufacturer.

Without a CN Label or PFS, commercially prepared food items utilized in Child Nutrition Programs (SFSP, NSLP, SBP) cannot be credited towards meal pattern components, which will result in meal disallowances.



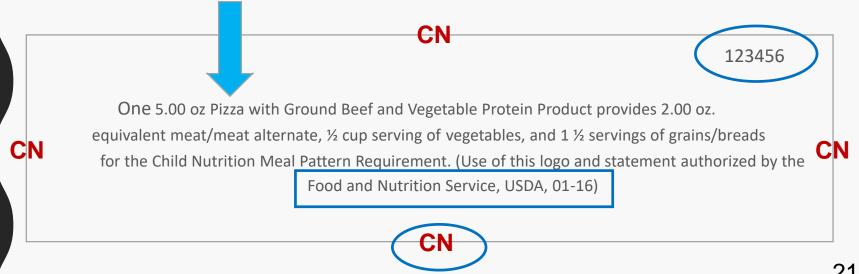
WHAT IS A CHILD NUTRITION (CN) LABEL?

- A CN Label is a document provided by the product's manufacturer that provides a warranty that the food meets certain nutrition levels.
- It specifies a product's contents and the contribution of these individual contents toward meeting the meal pattern requirements.
- Found on a wide variety of foods sold by major food wholesalers and distributors.



CHILD NUTRITION LABEL

- A Valid CN Label will contain the following details:
 - A six digit identification number (upper right hand corner).
 - Notation of "CN" on all four sides of the label.
 - Indication that the information has been authorized by the Food and Nutrition Service (FNS), USDA, with date of issuance provided.
 - Contribution information per product serving.



USDA'S TIP SHEET FOR ACCEPTING PROCESSED PRODUCT DOCUMENTATION CN LABEL IDENTIFICATION

CN Labeled Products

- The CN Label provides a warranty against audit claims when the product is used according to the manufacturer's direction.
- School program operators may submit an original CN Label, a photocopy or a photograph of the valid CN Label during an administrative review as acceptable documentation.
 - ✓ CN Labels that are laser printed on the product carton or cannot be easily removed may be photocopied while attached to the original product carton; or
 - ✓ A photograph of the CN Label while it is attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)
- * When a valid CN logo and crediting statement is provided, State reviewers **must not** request a Product Formulation Statement.

Screenshot provided from this web address:

https://fns-prod.azureedge.net/sites/default/files/cn/cnl_tipsheetprocessedproduct.pdf

WHAT *IS* A PRODUCT FORMULATION STATEMENT (PFS)?

- When a sponsor purchases a commercially-prepared product <u>without a CN Label</u>, a signed PFS on manufacturer' letterhead may be requested to demonstrate how the processed product contributes to the meal pattern requirements.
- It is the program operator's responsibility to keep records to document that meals served fulfill the meal pattern requirements.
- A manufacturer may use their own prototype, as long as <u>all</u> necessary product information is captured.

PRODUCT FORMULATION STATEMENT

The state's prototype form
can be found on the CNP
Website under
Memos/Resources → SFSP →
Forms).

Certified Product Formulation Statement for Meat/Meat Alternate Products

Todact Name.	Code No.:
Vlanufacturer:	
Case/Pack/Count/Portion Size:	
ist Variety(ies) and Cuts of Meat Used in Produc	t:
otal Weight Per Portion of Uncooked Product:_	
Neight of Raw Meat per portion (List each varie	ty separately.):
Percent of Fat in Raw Meat (List fat in each varie	ty separately.):
Weight/measure (as approximate) of Meat Al	ternate (Specify.):
Source (e.g., soy, peanut), Type (e.g., isolate,	concentrate), and percent of protein in APP as purchased:
Weight of Dry APP in One Portion of Product:	
Weight of Water (Liquid) in Fully Hydrate Dry	APP in One Portion of Product:
Code Walish San Santian of Sandari de Sandari	
otal Weight Per Portion of Product As Purchase	d:
certify that the above information is true and	d correct and that a ounce serving of the ounces of cooked lean meat/meat alternate
certify that the above information is true and above product (ready for serving) contains when prepared according to directions. further certify that any APP used in this production and its uses conform to Food and Nucle., (1) the APP used contains at least 18% profuse.	d correct and that a ounce serving of the ounces of cooked lean meat/meat alternate out is authorized as an alternate food in the Child Nutrition trition Services regulations (7 CFR Part 210, Appendix A); tein by weight when hydrated, (2) the biological quality of tein, and (3) the APP used contains the amounts and kinds
certify that the above information is true and above product (ready for serving) contains when prepared according to directions. further certify that any APP used in this productions and its uses conform to Food and Nucle., (1) the APP used contains at least 18% profuse protein in the APP is at least 80% that of cases.	d correct and that a ounce serving of the ounces of cooked lean meat/meat alternate out is authorized as an alternate food in the Child Nutrition trition Services regulations (7 CFR Part 210, Appendix A); tein by weight when hydrated, (2) the biological quality of tein, and (3) the APP used contains the amounts and kinds

TIP SHEET FOR ACCEPTING PROCESSED PRODUCT DOCUMENTATION

https://www.fns.usda.gov/sites/default/files/cn/cnl_tipsheet-processedproduct.pdf

USDA'S TIP SHEET FOR ACCEPTING PROCESSED PRODUCT DOCUMENTATION PFS IDENTIFICATION

Product Formulation Statements (PFS)/Other Documentation

- ❖ PFS must be on signed letterhead that demonstrates how the processed product contributes to the meal pattern requirements.
- Templates for documenting the meat/meat alternates (M/MA), grains, fruits, and vegetables components are available on the FNS website at: http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry.
- PFS may be modified for various products contributing to more than one meal component. For example, a cheese pizza may credit towards the M/MA, grains and the red/orange vegetable subgroup. The crediting information for each meal component may be documented on the same PFS.
- Creditable ingredients listed in the PFS must match a description in the Food Buying Guide for School Meal Programs available at: http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs.
- PFS should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product (i.e., a 2.15 ounce beef patty may not credit more than 2.00 ounce M/MA).
- PFS should assure that the creditable components are in the finished product.

Screenshot provided from this web address:

https://fns-prod.azureedge.net/sites/default/files/cn/cnl_tipsheetprocessedproduct.pdf

PLANNING SFSP MEAL SERVICE USE OF CYCLE MENUS

Cycle menus are sets of menus that are generally set for a 2 to 4 week period and then repeated.

Benefits of utilizing cycle menus include:



- Meal purchases can be planned well in advance
- Simplifies food preparation
- Allows for accurate forecasting
- Can help to lower food costs



PLANNING SFSP MEAL SERVICE

STANDARDIZED RECIPES



- Standardized recipes (which have been tried, tested, and shown to provide consistent yields) should be used in all Child Nutrition Programs (CNPs) to ensure program requirements are met.
- Numerous standardized recipes for CNPs are available online.

PLANNING SFSP MEAL SERVICE STANDARDIZED RECIPE RESOURCES

• How to Serve a Reimbursable Meal Toolkit Page: http://www.fns.usda.gov/sites/default/files/sfsp/SMT-ReimbursableMeal.pdf

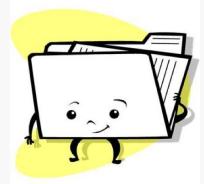
• Team Nutrition Healthy Meals Resource System: https://healthymeals.fns.usda.gov/

• USDA Standardized Recipes: https://www.fns.usda.gov/usda-standardized-recipe

• Institute of Child Nutrition USDA Recipes for Schools: https://theicn.org/icn-resources-a-z/usda-recipes-for-schools/



DOCUMENTING YOUR SFSP



"If you didn't document it, it didn't happen."

SFSP RECORDKEEPING



Good Documentation = a Good Program

Don't lose money through disallowed meals as a result of poor documentation!

SOURCE DOCUMENTS

The records you must keep for your SFSP

SFSP source documents <u>must</u> be maintained for *3 years* plus the current year.

Checklist of Records: pages 190-91 of the Administration Guide for SFSP Sponsors

https://fns-prod.azureedge.net/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf

Documentation required in the SFSP includes, but is not limited to:

- ✓ Daily meal count [DMC] documents for all sites
- ✓ Monitoring visit and/or monitor review forms
- ✓ Annually completed SFSP staff training for <u>all</u> staff (IE- maintenance of training sign-in sheets with date(s), training documents, agendas), including documentation of Civil Rights (CR) Training
- ✓ Payroll documentation, including time sheets required for all SFSP staff, including administrative staff (copies of payroll checks, bank statements, etc., to be included)
- ✓ Lease/rental agreements, as applicable
- ✓ Satellite Account Forms, as applicable when transporting food



Documentation required in the SFSP includes, but is not limited to:

- ✓ Completed Racial/Ethnic Data Forms completed annually, per site
- ✓ Itemized bank statements for the SFSP and deposit slips documenting all expenditures and income to the program
- ✓ Food/non-food invoices and receipts
- ✓ FSMC and/or Vended Contracts, as applicable
- ✓ Media release (i.e. newspaper clipping)
- ✓ Menus, production records, and/or inventory records in support of reimbursable meals
- ✓ Procurement documentation



AN IMPORTANT NOTE ABOUT SOURCE DOCUMENTS:

- ✓ SFSP sponsors *may* utilize their own forms/prototype documents to capture various required details of the program.
- ✓ However, the sponsor should annually compare any created documents that are used in place of State agency or USDA prototype forms to ensure that all required areas are captured.

The State agency highly recommends the use of USDA / State agency prototype documents to ensure that all required information is included, including areas recently updated.



PROTOTYPE FORMS FOR USE IN THE SFSP:

- ✓ Due to popular demand, the LDOE DNS has created a Prototype "SFSP Forms" Book that may be utilized by sponsors.
- ✓ USDA also has prototypes available for most of the forms contained in the SA Forms Booklet
 - ✓ USDA's website (www.usda.gov)
 - ✓ USDA SFSP Guidance Books located at: http://www.fns.usda.gov/sfsp/handbooks

The Prototype "SFSP Forms" Book may be accessed on the CNP Website under "Memos/Resources" → Summer Food Service Program → "SFSP Memos" → Memo SFS 20-47.

SFSP DOCUMENTATION 101: SFSP FORMS BOOK

Note the key provided below the TOC to assist sponsors in determining which forms are optional vs. required.



CONTENTS

News Releases for Closed and Open Enrolled Sites*	4		
Instructions for Daily Meal Count forms*	6		
Daily Meal Count Form (250 count)*			
	9		
Monitoring Forms			
Pre-Operational Site Visit Form+	1		
First Week Visit Form^	1		
Site Review Form^	1		
	1		
	1		
Discrimination Complaint Form*	2		
Food Safety Temperature Logs~	2		
Satellite Account Report^^			
Production Records~			
Sample Inventory Control Sheet~	2		
Time Reports**	2		
	3		
Bread Grain Chart*	3		
Sample Child Nutrition (CN) Labels	3		
Manufacturer Product Formulation Statement (PFS) Evaluation Tip Sheet~	3		
Samples PFS for Ounce Equivalents (grains)~	3		
Disbursement Journal~	4.		
Sample Procurement Plan*			
Standards of Conduct*	.6		
Buy American Form			
SFSP Contract with FSMC for Governmental Agencies**			
Electronic Transfer Enrollment Form			
Checklist of Records~			

Requirements Key

** Required for all Sponsors ^Required (unless in receipt of a Waiver) ** Use if applicable ^* Required if transporting food ^Recommended by State Agency ** Use if applicable -* Required for all sites that did not operate /operated under a different sponsor in SFSP 2019 ** Hequired for all sites that did not operate /operated under a different student sessions over the course of the summer will complete this form 5 times)				
^Required (unless in receipt of a Waiver)	* Required for all Sponsors	** Use if applicable	+Required for all sites	++Must be completed on each
	of a Waiver) ~Recommended by State	transporting food	/operated under a different sponsor in	each site (e.g. A camp that hosts 5 different student sessions over the course of the summer

MEAL COUNTING/CLAIMING POINT OF SERVICE (POS) REQUIREMENTS

- ◆ Important! Meal counts must be taken for each meal service at each operating SFSP site at the time of the meal service.
- ◆ Meal counting systems at each site must capture *all* reimbursable 1st meals and any/all 2nd meals (as applicable) that were served to eligible children *separately* from any/all adults meals.
- Each site needs a designated meal count person, with at least one staff member fully trained as a back-up.



When receiving a SFSP review, the Point of Service [POS]/meal counting process is closely reviewed.



MEAL COUNTING/CLAIMING ACCEPTABLE COUNTING METHODS AT THE POS

- Completion of the <u>Daily Meal Count (DMC) form</u> or comparable form- at each meal service at the POS
- Electronic POS (all children coded free)
- Clicker utilized at each meal service, where each child is accounted for as he/she passes the POS with a reimbursable meal

If a clicker is utilized, the final count must still be transferred to a record that accounts for all complete 1st and 2nd (as applicable) meals served to children (with any adult meals accounted for separately by type*).

^{*}Adult meal types will be covered in more detail later in the presentation

MEAL COUNTING/CLAIMING COMMON ERRORS FOUND AT POS

- POS clerk has been assigned multiple duties requiring him/her to leave POS during meal service.
- 2. Head or Plate counts utilized <u>in place</u> <u>of</u> a POS.
- 3. Attendance records used <u>in place</u> <u>of</u> a POS
- 4. Allowing number of meals "prepared" (or # of meals delivered) to be used as the reimbursable meal count or POS count



Reimbursement <u>must</u> always be based upon the # of reimbursable meals that were **SERVED** to eligible children. The sponsor must have backup documentation on file that can prove the number of meals reported in the claim.

MEAL COUNTING/CLAIMING DMC PROTOTYPE FORMS

- USDA's prototype DMC Form is included in the State Agency's (SA) Forms Booklet.
 - This prototype allows sponsors to record up to 250 reimbursable 1st meals by applicable meal type.
- Additionally, the SA has developed an alternate DMC Form that may be used.
 - This prototype accommodates the recording of up to 620 reimbursable 1st meals by applicable type.

Either of these DMC Form Versions may be utilized by sponsors.

MEAL COUNTING/CLAIMING IMPORTANT MEAL SERVICE REMINDER

- Only complete (first) meals served to eligible children may be claimed for reimbursement (along with a <u>select number</u> of 'complete' second meals, as applicable).
- OVS may be permitted with the "SFSP Meal Pattern," but with approval via the online facility-level app.

• The number of prepared meals <u>often</u> does not equal the number of meals to be claimed.

Site staff MUST be trained to recognize a reimbursable meal

255

DAILY MEAL COUNT FORM	
Site Name: Meal Type (circle): B L SN SU	
Address: Telephone: Supervisor's Name: Delivery Time: Date:	
Supervisors Name. Delivery Time. Date.	
Meals received/prepared + Meals available from previous day = (Total meals available)	[1]
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150 Total First Meals +	[2]
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10 Total Second Meals +	[3]
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10 Total Program Adult Meals +	[4]
Meals served to non-Program adults: 1 2 3 4 5 6 7 8 9 10 Total non-Program Adult Meals +	[6]
1 2 3 4 5 6 7 8 9 10 Total non-Program Adult Meals +	[5]
TOTAL MEALS SERVED =	[6]
Total damaged/incomplete/other non-reimbursable meals +	[7]
Total leftover meals +	[8]
Total of items: [6] + [7] + [8]	= [9]
(Item [9] should be equa	
Number of additional children requesting a meal after all available meals were served:	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
Signature Date	

THE DAILY MEAL COUNT [DMC] FORM

The USDA and SA
Prototype DMC
Form may be
accessed in the
"SFSP Forms"
Book, on the CNP
website.

Page 1
(of 2 page)
USDA
prototype

SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form, Continued

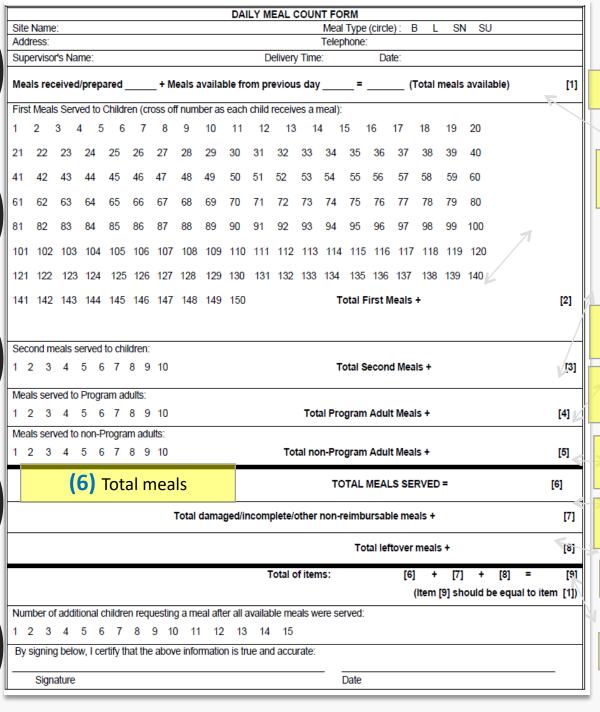
Site	Nai	me:																			D	ete:	/_	/	
Firs	t Me	eals	Serv	ved I	lo Ch	ildre	en (c	ross	off n	umbe	r as e	ach (child	recei	ves a i	neal):									
151	15	52	153	15	4	155	15	6 1	57	158	159	160) 1	61	162	163	164	165	166	167	168	169	170		
171	17	72	173	17	4	175	17	6 1	77	178	179	180	1	81	182	183	184	185	186	187	188	189	190		
191	19	72	193	19	4	195	19	6 1	97	198	199	200) 2	01	202	203	204	205	206	207	208	209	210		
211	21	12 2	213	21	4	215	21	6 2	17	218	219	220) 2	21	222	223	224	225	226	227	228	229	230		
231	23	32 2	233	23	4	235	23	6 2	37	238	239	240	2	41	242	243	244	245	246	247	248	249	250		
																			Total F	irst M	eals +				[2]
Sec	ond	mea	als s	erve	ed to	chib	dren	:																	
1	2	3	4	5	6	7 [3 9	10									Tot	al Sec	ond M	leals +					[3]
							dults										_								
		-					3 9									Total	Prog	ram A	dult N	leals 4	_				 [4]
							m ad								T-4		D		J. 15 4						(5)
1 .	2	3	4	5	6	7 8	9	10							Tot	al non-	-Prog	ram A	dutt M	ieals +	_				 [5]
																	TO:	TAL M	EALS	SERVE	EO =				[6]
										То	tal d	amaç	ged/i	incor	nplete	/other	non-	reimb	ursab	le mea	als +				[7]
																	-	Fotal I	eftove	rmea	ls +				[8]
	-														Total	of iten	ns:			[6] (Ite			+ [8 ld be e	B] = equal	[9] 1 [1])
Nun	nber	of a	addit	tion:	al chi	ildre	en re	ques	ing a	mea	l afte	r all a	availa	able r	meals	were s	erved:								
16	17	18	8 1	9	20	21	22	23	24	25	26	27	28	29	30										

When a site serves more than 150 children per day at a given meal service, the supplemental (page 2) form may be used along with the first page.

Staple or attach the sheets and keep them together.

See the Reference Materials available in the USDA SFSP Administrative Guide for Sponsors.

Page 2 (of 2 page) USDA prototype



PLEASE NOTE THE FOLLOWING:

(1) Site-level details

(2) "1st meal" reimbursable meal counts

- (3) "2nd meal" counts, as applicable
- (4) Program adult meals, as applicable
- (5) Non-program adult meals, as applicable
- (7) Non-reimbursable meals (i.e. damaged, incomplete)
 - (8) Total Leftover Meals

Signature and Date

SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form

Site	Name:	-							_	Mea		e (circl		3 L	SN	SU			
Site	Addres	is: _							_										
Tele	phone									# m	eals n	eceive	d/prep	ared					
Supe	rvisor	s Nam	ie:						_	# m	eals a	vailab	le from	previo	ous da	y	+		
DELI	VERY	TIME							_										
DAT	E:			_/						Tot	al mea	ıls ava	ilable				=	(1)	
																		1.7	
First	Meals	Serv	ed to (Childre	en (cro	oss of	f numl	oer as	each c	hild re	ceives	s a me	al).						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
								Tota	l <u>First</u>	Meals	(inc	lude to	tal of t	ront a	nd bac	k) +			(2)
1				childr															
1 2	3 4	5 6	7 8	9 10								To	otal Se	cond	Meals	+			(B)
			_	m adul 9 10							Tota	al Pro	gram /	Adult I	Meals	+			(4)
				ogram							Tota	al non	-progi	ram ac	lult me	eals +			(5)
1			-	9 10															
														SERV		=			(6)
														ncomp ursabl	olete/ e meal	s =			(7)
											Tota	al Left	over N	Neals	=				(8)
															7) + (8 to (1)]				(9)
meal	s were	serve	d:			•			availab	ile									
1 2	3 4	5 6	7 8	9 10	11	12 1	3 14	15											
Loer	tify tha	at the	above	inforr	nation	is tru	e and	accura	ate.										
Sign	ature										Date	9			_				

THE DAILY MEAL COUNT [DMC] FORM

SA Prototype

The USDA and the SA Prototype DMC Form may be accessed in the "SFSP Forms" Book, on the CNP website.

Page 1
(of 2 page)
SA prototype

Continued

Site	Name	e:								D	ate:		
First	t Meal	s to Ch	ildren	(cross (off num	ber as	each o	child re	ceives	a meal):, cont	inued	
201	202	203	204	205	206	207	208	209	210	211	212	213	214
215	216	217	218	219	220	221	222	223	224	225	226	227	228
229	230	231	232	233	234	235	236	237	238	239	240	241	242
243	244	245	246	247	248	249	250	251	252	253	254	255	256
257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284
285	286	287	288	289	290	291	292	293	294	295	296	297	298
299	300	301	302	303	304	305	306	307	308	309	310	311	312
313	314	315	316	317	318	319	320	321	322	323	324	325	326
327	328	329	330	331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350	351	352	353	354
355	356	357	358	359	360	361	362	363	364	365	366	367	368
369	370	371	372	373	374	375	376	377	378	379	380	381	382
383	384	385	386	387	388	389	390	391	392	393	394	395	396
397	398	399	400	401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	419	420	421	422	423	424
425	426	427	428	429	430	431	432	433	434	435	436	437	438
439	440	441	442	443	444	445	446	447	448	449	450	451	452
453	454	455	456	457	458	459	460	461	462	463	464	465	466
467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494
495	496	497	498	499	500	501	502	503	504	505	506	507	508
509	510	511	512	513	514	515	516	517	518	519	520	521	522
523	524	525	526	527	528	529	530	531	532	533	534	535	536
537	538	539	540	541	542	543	544	545	546	547	548	549	550
551	552	553	554	555	556	557	558	559	560	561	562	563	564
565	566	567	568	569	570	571	572	573	574	575	576	577	578
579	580	581	582	583	584	585	586	587	588	589	590	591	592
593	594	595	596	597	598	599	600	601	602	603	604	605	606
607	608	609	610	611	612	613	614	615	616	617	618	619	620
I													

THE DAILY MEAL COUNT [DMC] FORM

SA Prototype

Both the USDA and the SA Prototype DMC Form may be accessed in the "SFSP Forms" Book, located on the CNP website.

Page 2 (of 2 page) SA prototype

SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form

Site	Name:	-							_	Me	airype (e (circi circle d		5 L	SN	50			
Site	Addres	5: _							_										
Tele	phone	-								# m	neals n	eceive	d/prep	ared					
Supe	ervisor'	s Nam	e:						_	# #	asle s	vailab	le from	previo	us da	,	+		
DEL	IVERY	TIME							_					, p. c. i.		,			
DAT	E:			_/_						Tot	al mea	ıls ava	ilable				=	(1)	
																		(1)	
First	Meals	Serv	ed to (Childre	en (cro	oss of	f numl	oer as	each c	hild re	ceives	s a me	al).						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	130
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	198	200
								Tota	al <u>First</u>	Meals	(inc	lude to	tal of t	ront ar	nd bac	k) +			_(2)
	nd me																		
1 2	3 4	5 6	7 8	9 10								To	otal Se	cond	Meals	+			—(p)
1	s serve		_								Tota	al Pro	gram /	Adult I	Meals	+			(4)
l											Tota	al non	-progi	ram ad	lult me	eals +			(5)
1	s serve			_															
														SERV		=			(6)
														ncomp ursabl		s =			(7)
											Tota	al Left	over N	/leals	=				(8)
														(6) + ((9)
Num	ber of	additio	nal ch	ildren i	reques	ting a	meal a	fter all	availab	le	[(9)	shou	ld be	equal t	to (1)]				
meal	s were	serve	d:			_													
								accur	ate.										
-											_				_				
Sign	ature										Date	2							
-	-	-	-	-	-	-	-	-	_	-	S	ig	na	tui	'e a	an	d-D	at	e

PLEASE NOTE THE FOLLOWING:

(1) Site-level details

(2) "1st meal" reimbursable meal counts.

This prototype requests for site staff to report the total number of 1st meals, including any that may have been reported on page page 2.

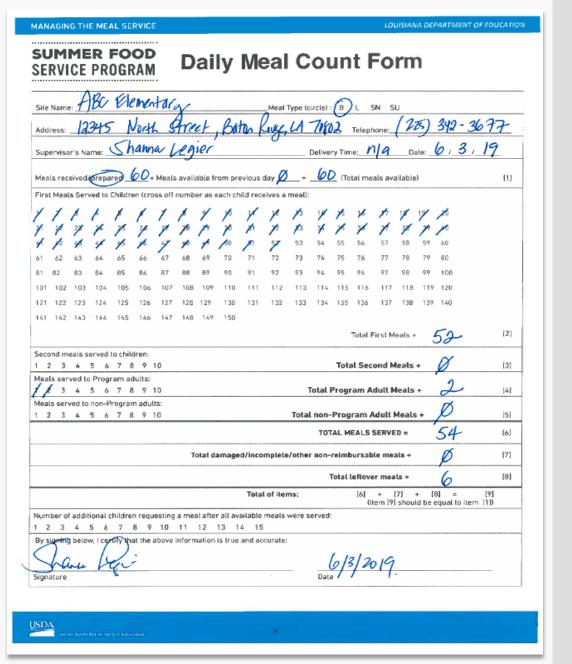
- (3) "2nd meal" counts, as applicable
- (4) Program adult meals, as applicable
 - (5) Non-program adult meals, as applicable
- (6) Total meals
- (7) Non-reimbursable meals (i.e. damaged, incomplete)
 - (8) Total Leftover Meals

EXAMPLES OF COMPLETE DMC FORMS

EXAMPLES OF COMPLETE DMC FORM

When DMC forms are checked on review, they are frequently found to be incomplete.

site staff on how to complete the DMC form being used. These records must be submitted to the central office on a set schedule. – as approved by the SA-



MANAGING THE MEAL SERVICE LOUISIANA DEPARTMEN	NT OF EDUCATION		
Daily Meal Count Form Meal Type (circle): B (1) SN SU dress: IIIII Fourth Street, Bath Ruy, LA: Telephone: (175) 342-3677 pervisor's Name: Name: Name Legier Delivery Time: 114 Date: 6 1 3 1 19 als received forepared 200 + Meals available from previous day 0 = 200 (Total meats available) It mails served to Children (cross off number as each child receives a meal): A A A A A A A A A A A A A A A A A A A			
Daily Meal Count Form Name: XY2 Middle School Meal Type (circle): B (1) SN SU Tress: IIII Fourth Street Both Ruge, LA Telephone: (275) 342-366 The servisor's Name: Name: Name Legiel Delivery Time: n 4 Date: 6 1 3 1 Delivery Time: n 4 Date: 6 1 3 1 Delivery Time: n 4 Date: 6 1 3 1 Delivery Time: n 5 Date: 6 1 3 1 Delivery Time: n 6 Date: 6 Date			
	-2677		
4			
Supervisor's Name: Shuring Voice Delivery Time: 114 Date: 6 / 3			
Meals received prepared 200 + Meals available from previous day = _200 (Total meals available)	[1]		
First Meals Served to Children (cross off number as each child receives a meal):			
1 2 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
X X 25 24 25 24 28 24 25 15 1 32 25 36 36 36 36 36 36 36 36 36 36 36 36 36			
K C K K K K K K K K K K K K K K K K K K			
KAKKA KKKKKKKKKKKKKKKKKKKKKK			
अर्थ हुए अर्थ वह वह वह वह वह वह देश है।			
के हार हार हार का उस उस उस का ला का ला अब तम जा जा ला का ला का			
או לאן לאן און ובר אב אבן אבן אבן גען זמן דען און און און און און און און און און או			
161 K2 157 JAS JAS JAS JAS JAS JAS JAS			
Total First Meals + See Puly	2 [2]		
Second meals served to children:			
	[3]		
Meals served to Program adults:	1/1		
-	[4]		
_	[5]		
TOTAL MEALS SERVED =	[6]		
Total damaged/incomplete/other non-reimbursable meals +	[7]		
Wice PROGRAM Meal Type (circle): B () SN SU Telephone: (275) 342-363 Wisor's Name: Shanne Legier Delivery Time: N/4 Date: 6 / 3 / 5 / 8 9 10 Served to Program adults: 3 4 5 6 7 8 9 10 Total Gitems: Total of items: Total of items: Total leftover meals + Total leftover meals + Total of items: Total of items: Total of items: Total leftover meals + Total leftover meals + Total of items: Total of items: Total of items: Total leftover meals + Total of items: Total of items: Total leftover meals + Total leftover meals - Total leftover			
	[9]		
(item [9] should be equal to			
Number of additional children requesting a meal after all available meals were served: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15			
By signing below, Leently that the above information is true and accurate:			
1			
Sharre Forter 6/3/2019			
Signature Date Date			

See pay 2

When using the **USDA DMC Prototype**

If a site serves more than 150 children per day at a given meal service, the supplemental (page 2) form should be used along with the first page.

Be sure to staple or attach the sheets and keep them together.

Page 1 screenshot provided here.

SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form, Continued

Lunch Centia

_																		_		
Site	Name	X	42	M	iddl	· 5	cho										D	ate:_	6,3,1	9_
Firs	t Meal	s Ser	ved to	Childre	en (cro	ss off	numbe	er as e	ach ch	nild rece	ives a	meal):								•
184	152	158	184	158	186	159	188	189	X 0	25	26 2	J#83	264	265	166	267	168	154	170	
سنا	2/2	43	مهندا	245	كالآ	27	178	سهنز	180	19-	182	183	184	185	186	187	188	189	190	
191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	
231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	
															Total F	First N	leals +		182	[2]
			erved																Ø	
<u> </u>			5 6			10							Tol	al Se	cond M	leals -	-			[3]
			o Prog 6			10						Tota	l Prog	ram /	Adult N	deals			5	[4]
			non-F																es.	
1 2	2 3	4	5 6	7 8	9	10					Tot	al non	-Prog	ram A	dult M	leals (-		<u> </u>	[5]
													то	TALM	IEALS	SERV	ED =		187	[6]
							To	otal da	mage	d/inco	mplete	othe	r non-	reimb	ursab	le me	als +		Ø	[7]
														Total I	eftove	er mea	ıls +		13	[8]
											Total	of ite	ms:						+ [8] = ld be equal to it	[9] em [1])
Num	ber of	addi	tional (thildre	n requ	esting	a mea	al after	all av	aitable	meals	were s	erved							
1.6	17 1	18 1	9 20	21	22	23 24	4 25	26	27	28 29	30									

USDA Prototype

Page 2 (of 2 page)

Here is an example of a completed USDA DMC Form that requires use of the continuation page (Pg. 2).

Page 2 screenshot provided here.

SA Prototype

SUMMER FOOD **Daily Meal Count Form** SERVICE PROGRAM Meal Type (circle): B / L JSN SU Site Address: 350 # meals received/prepa # meals available from previous day DELIVERY TIME Total meals available First Meals Served to Children (cross off number as each child receives a meal): סגו פיע פיען אינו פען שנו שען ביע ביען ויען טען 162 123 124 125 126 127 128 189 130 139 138 138 138 138 138 139 139 138 138 1941 1962 1943 1944 1945 1946 1947 1468 1945 1940 1947 1962 1545 1546 1546 1547 1568 1558 1560 191 1912 1913 1914 1915 1916 1917 1918 1919 1710 1711 1712 1713 1714 1715 1716 1711 1718 1719 1818 181 182 188 184 185 188 188 188 188 189 189 180 161 162 183 194 198 198 196 189 188 198 200 Total First Meals (include total of front and back) + 325 (2) Second meals served to children: XXXXX 6 7 8 9 10 Total Second Meals Meals served to Program adults: Total Program Adult Meals XXXXXXX 7 8 9 10 Total non-program adult meals + Meals served to non-program adults: 1 2 3 4 5 6 7 8 9 10 TOTAL MEALS SERVED Total damaged/incomplete/ other non-reimbursable meals = Total Leftover Meals = Total of items: (6) + (7) + (8) =[(9) should be equal to (1)] Number of additional children requesting a meal after all available 1 2 3 4-5 8 7 8 9 10 11 12 13 14 15 Certify that the above information is true and accurate. n aune

The SA DMC Prototype
Form may be utilized
when a site serves
more than 150
children per day at a
given meal service.

Staple or attach the sheets and keep them together.

Here is an example of a DMC form where the continuation page was needed, <u>using the SA's Prototype DMC Form</u>.

Page 1 screenshot provided here.

Continued

Page 2 (of 2 page) SA prototype

When a site serves
more than 200
children per day at a
given meal service, the
supplemental (page 2)
form may be used
along with the first
page.

Staple or attach the sheets and keep them together.

Page 2 screenshot provided here.

EXAMPLES OF INCOMPLETE DMC FORMS



MANAGING THE MEAL SERVICE		LOUISIANA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM	Daily Meal	Count Form
Site Name: ABC Flew Site Address: IIIII Test Telephone: 1225 342 Supervisor's Name: 516746 DELIVERY TIME: 6:45 F	Drive Batorbay, 4 -3677 ## Legier ##	eals (circle): B L SN SU eals (circle one) eals (cerved): repared eals available from previous day ### ### ############################
First Meals Served to Children (cr	oss off number as each child re	ceives a meal):
		12 12 15 15 17 18 19 20 32 35 36 36 36 36 39 39 39
61 62 63 64 56 86	6 8 8 8 KK	55 58 ph 55 26 57 15 15 150 100 100 100 100 100 100 100 1
81 82 83 84 85 86	87 26 29 60 91	92-98 84 95 86 92 88 85 100
101 102 108 JEE 105 106	107 108 109 110 111	112 113 114 115 116 117 118 119 120
121 122 123 124 125 126	127 128 129 130 131	132 133 134 135 136 137 138 139 140
141 142 143 144 145 146 161 162 163 164 165 166	147 148 149 150 151 167 168 169 170 171	152 153 154 155 156 157 158 159 160 172 173 174 175 176 177 178 179 180
181 182 183 184 185 186	187 188 189 190 191	192 193 194 195 196 197 198 199 200
	Total <u>First</u> Meals	(include total of front and back) + 106 (2)
Second meals served to children: 1 2 3 4 5 6 7 8 9 10		Total Second Meals +(3)
Meals served to Program adults:		Total Program Adult Meals +
Meals served to non-program adults:		Total non-program adult meals +(5)
1 2 3 4 5 6 7 8 9 10		
		TOTAL MEALS SERVED = 09 (6) Total damaged/incomplete/ other non-reimbursable meals = 07 (7)
		other non-reimbursable meals = (7) Total Leftover Meals = (8)
N		Total of items: (6) + (7) + (8) =(9) [(9) should be equal to (1)]
Number of additional children reques meals were served: 1 2 3 4 5 6 7 8 9 10 44	-	
I certify that the above information		1-110/10
Signature 7 S		Date .

Example 1

EXAMPLE #1

Missing information:

- Hashmarks #'s
 - 17-20
 - 61-64
 - 81-84

MANAGING THE MEAL SERVICE		LOUISIANA DEPAI	RTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM	Daily Meal	Count Form	
Site Name: All Televiers Site Address: IIII 163 00. Telephone: Supervisor's Name: Name: DELIVERY TIME: DATE: DATE:	ve, Botonouse And 12 30 77 #1 Legier. Im #1	neals received repared neals available from previous day	200 - 200
	18 19 19 19 19 19 19 19	12 3 3 3 35 35 37 37 52 63 64 55 55 57 6 77 91 63 44 15 16 17 132 133 134 136 136 137 172 173 194 195 196 197 192 193 194 195 196 197 (include total of front and back) +	38 30 40 38 30 40 56 59 50 96 59 700 1/8 1/9 1/20 1/8 759 160 178 179 180 198 199 200 176 (2)
Second meals served to children: 1		Total Second Meals + Total Program Adult Meals + Total non-program adult meals +	3 (4) (5)
		TOTAL MEALS SERVED = Total damaged/incomplete/ other non-reimbursable meals = Total Leftover Meals = Total of items: (6) + (7) + (8) =	(6) (7) (8) (9)
Number of additional children requestions were served: 1 2 3 4 5 6 7 8 9 10 11 1 I certify that the above information is Signature	2 13 14 15	(9) should be equal to (1)]	
		EXAMPLE	2



MANAGING THE MEAL SERVICE	LOUISIAN	A DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM	aily Meal Count Form	1
Site Name: Alc Town Site Address: IIII Tea Inve. Telephone: 375 347 Supervisor's Name: All Inve. DELIVERY TIME: D:45 At	# meals available Meal Type (circle): B L S (circle one) # meals received/brepared # meals available from previous of	Do
First Meals Served to Children (cross of	number as each child receives a meal):	
13	8	ack) + 176 (2)
Meals served to Program adults.	Total Program Adult Meal	s +(4)
1-2-3-4 5 6 7 8 9 10 Meals served to non-program adults:	Total non-program adult	meals +(5)
1 2 3 4 5 6 7 8 9 10	TOTAL MEALS SERVED Total damaged/incomplete other non-reimbursable me	
	Total Leftover Meals =	15 (8)
	Total of items: (6) + (7) + [(9) should be equal to (1	
Number of additional children requesting a meals were served:		
1 2 3 4 5 6 7 8 9 10 11 12 1 I certify that the above information is tru		
	10110119	I .

Missing information: Supervisor Signature

Other areas of concern:

 Inconsistent/ Difficult to Read Meal Count Documentation

The SA does <u>not</u> recognize or accept meal counts represented by a single line that connects multiple numbers on a DMC Form.

SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form

Site	Name:	_	AR	2	De	unt	1/	0	<u>.</u>	Mea		e (circle		ß L	SN	SU			1
Site /	Addres	is: _	114	110	StT	À	Bat	no	4,6	4	(0	circle o	ne)						
Tele	phone		22	53	42	36	77	. X	D	# m	eals (eceive	d/brepa	ared				10	
Supe	ervisor's	s Nam	ie: S	5.1	Cai	er	No.		2			_					_	DX	
DELI	IVERY	TIME:								# m	eals a	vailabl	e from	previo	ous day	y	·-/		_
DATE	E:		6	_/_	(,	19				Tota	al mea	ıls avai	ilable				=	(1)	
First	Meals	Serve	ed to (Childre	en (cro	ss off	numb	oer as i	each cl	hild re	ceives	a me	al):						
1	1	1	A	#	9	1	ß	P	10	1	12	1/3	4	18	10	p	18	16	30
7	1/2	22	7/4	3 6	26	af	2 /8	29	36	37	/ 2	3/3	3/	3,8	36	A	38	36	10
<i>‡</i> 1	1/2	48	4	15	46	1	#	49	50	5/	52	158	54	<i>5</i> 5		st		5 9	60
g/n	9/2	98	94	ø	6€	fr	6 6	64			72	75	74	75	78	1	18	76	98
8/	9/2	8,2	5 /4	86	\$ 6	\$ 77	96	8≱	96	971	92	9 /3	94	95	96	91	96	90	30C
191	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
								Tota	al <u>First</u> l	Meals	(incl	iude to	tal of f	ront ar	nd bac	k) +	10	2.	_ (2)
Seco	nd me	als ser	rved to	childre	en:														
1 /	3 4	5 6	7 8	9 10								To	otal Se	cond	Meals	+			(3)
Meal				m adult							Tota	al Prog	gram A	Adult I	Meals	+			(4)
17				9 10							Tota	al non-	-progr	am ad	lult me	eals +			(5)
l				ogram a 9 10															
												TAL MI				-			(6)
												al dama				s =			(7)
											Tota	al Left	over N	leals	=				(8)
												al of it					_		(9)
meak	s were	serve	d:	ildren r 9/16					availab	ile									
I cert	100	t the a	above g	inform	nation	is true	e and	accura	ite.		Date	6/1	3/1	1	_				

EXAMPLE #3



																	MENT O		
_				GRA	_	D	ail	ly I	Иe	al (Co	ur	nt F	OI	m		-	>	
	Name:		FIR	1	De	Menta			- F	Me:				3 L	SN	SU	,		
Tele	phone	: :	27	53	42	36	77	on to	- N	# m	eals (eceive	d/brep	ared				10	
	rvisor VERY			2.5	co	er_		?		# m	eals a	vailab	le from	previo	ous day	y	٠	Ø_	2 2 2
DATI		<	6		(,	19)			Fot	al mea	ıls ava	ilable					(1)	
First	Meals	Serv	ed to	Childre	en (cro	ss of	numi	ber as	each c	hild re	ceive	a me	al):						
7 21	<i>f</i>	<i>7</i> 28	JA Za	- ₹ - ¥5	26	1/2	ß A	20	10 36	21	12	13	1	1,8	1,5	26	18	10	30
41	12	48	44	45		afr	46	-		7 51	52			<i>≫</i> 25				150 150	/
/ 941	9/2	98	94	95	66	f	gé		•		1/2	76	74	75	78	h	1/8	76	,
8/	96	82	\$ 4	96	1 6	\$7	96	86	96	971	92	9 (3	94	95	96	91	98	99	100
19/1	9 62	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188										198 / 7)	199	
								TOTA	II Eliát	mears	(wata	200 10	nar or n	OFN OF	ru oacr	, .			_ (2)
Seco				childre	en:							_							7 (2)
Meals				n adult	s:						Total					•			
11			-	9 10		Meal Type (circle):													
				gram a							, ,		progr		icant in no				(0)
- 2	3 4	5 0	, ,	8 10	- 7 K		-				TOT	'AL M	EALS:	SERVI	ED	-			(6)
																s =			(7)
											Tota	ıl Left	over N	leals	=		6		(8)
																	_		(9)
meals	were	serve	d:			_			availab	le	1 (3)	Jilou	in De e	qual t	~(1)1				
Cent	√ tha			1	1				ite.			6/1	3/10	1) 7	0			
Signa	ture				y						Date		-	125 -					

Missing information:

- Meal Type
- Delivery Time
- Counts to be recorded for items 3-8

Other areas of concern:

• Date of Supervisor Signature – documented three days after the meal service occurred

MANAGING THE MEAL SERVICE			LOUISIANA DEPARTMENT OF EDUCATION
SUMMER FOOD SERVICE PROGRAM	Daily M	leal (Count Form
Site Name: Site Address: 222 Test Dr.	. Center Ve, Batonfazz	RA Me	eal Type (circle): *B L SN (SU)
Telephone: 275 347 Supervisor's Name: 1990	13677 00 Laier.		meals ecoived prepared 50
DELIVERY TIME: 4.30 F	19		meals available from previous day +
First Meals Served to Children (cro	ss off number as a		(1)
128498		18/ 2/	111111
2/ 2/ 2/ 2/ 3/ 3/	pt 26 26	38 21	
4 12 43 44 46 48	M 98 98	56 51	
61 62 63 64 65 66	67 68 69	70 71	72 73 74 75 76 77 76 79 80
81 82 83 84 85 86	87 88 89	90 91	92 93 94 95 96 97 98 99 100
101 102 103 104 105 106	107 108 109	110 111	112 113 114 115 116 117 118 119 120
121 122 123 124 125 126	127 128 129	130 131	132 133 134 135 136 137 138 139 140
141 142 143 144 145 146	147 148 149	150 151	152 153 154 155 156 157 158 159 160
161 162 163 164 165 168	167 168 169	170 171	172 173 174 175 176 177 178 179 180
181 182 183 184 185 186	187 188 189	190 191	192 193 194 195 196 197 198 199 200
	Total	<u>First</u> Meals	s (include total of front and back) +(2)
Second meals served to children:			Ø
1 2 3 4 5 6 7 8 9 10			Total Second Meals +(3)
Meals served to Program adults:			Total Program Adult Meals +(4)
Meals served to non-program adults: 1 2 3 4 5 6 7 8 9 10			(5)
			TOTAL MEALS SERVED = 53 (6)
			Total damaged/incomplete/ other non-reimbursable meals = (7)
			Total Leftover Meals = (8)
			Total of items: (6) + (7) + (8) =(9) [(9) should be equal to (1)]
Number of additional children request meals were served: 1 2 3 4 5 6 7 8 9 10 11 1	-	ivailable	
Signature	is true and accurat	te.	Date 10/19
	_		Example 4



S	UM	ME	RF	OO Gra	D	D	ail	уľ	Vle	al (Co	ur	it F	OI	m				
Site	Name: Addres phone	is: _	222		Red 34	rive 2-31	Bato Bato	May	RA		(circle (e): fene):		SN	SU) 51	<u> </u>	1
DAT	E:	TIME	6	4.	30	19				Tot	al mea	ils ava		previo	ous da	y	-	(1)	
First		,			,			oeras e							//	_/		/	
2/	A.							16			-		٠.	٠,		, *	18	18	28
4	312	•	,	٠.									34	•	-		38	38	40
61	9 /2 62	43 /	94 64	65	•	M	45	•	56	5/	-		54	55	56	57	58	59	60
81	82	83	84	85	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
101	102	103	104	105	86 106	87 107	88 108	89 109	90	91	92 112	93	94	95 115	96 116	97	98	99	100
121	122	123	124	125	126	127	128	129	130	131	132	113	134	135	136	117	118	119	120
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	139	140
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	160
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
	102	100	104	100	100	107	100		l <u>First</u>								5	2	_(2)
1 2	3 4	5 6	7 8									Te	otal Se	cond	Meals	+	Į.	1	(3)
				n adult 9 10							Tota	l Pro	gram A	dult N	Aeals	+	_	~	_(4)
Meals	serve	d to n	on-pro	gram a	dults:				***		Tota	l non	-progr	am ad	ult me	als +		4_	(5)
											Tota	l dam	EALS : aged/ir reimbi	comp	lete/	= s =	5	0	(6) (7)
													over M		=			Ø	(8)
													ems: ld be e						(9)
meals	were	serve	1				meala 3 14	fter all a	availab	le									
Signa	tro	t the a	e voice	intorn	nation	is tru	e and	accura	te.		Date	61	10/1	9	- 2				

Missing information:

- The # of leftover meals from previous day (or indication that it is "not applicable" if there were no leftovers)
- Total meals available for the given meal service

Other areas of concern:

 More meals documented as having been served (in item #6) than documented as available at this site.

MEAL COUNTING/CLAIMING CRITICAL DAILY DOCUMENTATION

✓ Production Records* – are highly recommended

✓ Daily Meal Count (DMC) Records* – whether electronically or manually maintained, are necessary

✓ Satellite Account Forms* - are necessary when meals are delivered to SFSP sites from another location (or site)

*These prototype Forms can be found in the SA SFSP Forms Booklet.

See memo SFS 20-47.

https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Memos/2020/SFS-20-47%20SFSP%20Forms%20Book.pdf

SFSP PROTOTYPE PRODUCTION RECORD

SFSP PRODUCTION RECORDS Sponsor: В R Food Item Menu component Menu Serving Size Quantity Prepared Leftover Number Served E Α Bread/Bread Alternate F Fruit/Vegetable Children A Milk s Т Other (CHOOSE TWO) Α Meat/Meat Alternate Children С Bread/Bread Alternate Adults Fruit/Vegetable Milk М Total Meat/Meat Alternate Bread/Bread Alternate Children U Fruit/Vegetable Fruit/Vegetable Н

Other

Milk

Milk

Other

С

М

U

P

P

E

(CHOOSE TWO) Meat/Meat Alternate

Fruit/Vegetable

Fruit/Vegetable

Fruit/Vegetable

Bread/Bread Alternate

Meat/Meat Alternate

Bread/Bread Alternate

Children

Total

Children

Total

Adults

SFSP PRODUCTION RECORDS

Date 6/10/2019

Sponsor: ABC Food Bank

B R E A	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served	
F A S	Bread/Bread Alternate Fruit/Vegetable Milk	French Toost Sticks Banana Milk, Charlote (FF)	27502/3en. 1ea 302	Bunara, whole FF Choulate Milk	2.5 /150 ex (tota) 50 ea 50 eu 50 la	Dea D		(ovs)
T S N A C K	Other (CHOOSE TWO) Meat/Meat Alternate Bread/Bread Alternate Fruit/Vegetable	100°6 trut yace	4 02	Hpple) we the pk.	30 60	10	Total 45 Children Adults	
L U N C	Milk Meat/Meat Alternate Bread/Bread Alternate Fruit/Vegetable Fruit/Vegetable Milk Other	Sindwich Cup. Practices Milk-chocks Mystard/Mayo	ea/202 ea/202 /2 cup /2 cup. b 0 2. ok/10/=	Warrburger Polity CON # 333333 WG rich bun (2.5 0z) Lettuce / towaty/pickles Plackes/Whole Ff chocolate Milk. inchvidually packaged	2 cs /72 (= (total) Apk /72 ca (total) 2.5# /9.5#/3 Ot. 20 # 2 crates / 72 ca (tot) 72 cc / 72 ca.	8 (40) 0 00) 0 00) 0 00)	Children 70 Adults 2 Total 72	(DVS)
S N A C K	(CHOOSE TWO) Meat/Meat Alternate Bread/Bread Alternate Fruit/Vegetable Milk	The young proof		, range of		10007-700	Children Adults Total	
S U P P E	Meat/Meat Alternate Bread/Bread Alternate Fruit/Vegetable Fruit/Vegetable Milk						Children Adults Total	
R	Other							

SAMPLE

Site= ABC Elem.

SFSP SATELLITE ACCOUNT FORM

This report <u>must</u> be used when food is being transported from one location (i.e. sponsor central kitchen or FSMC cooking location) to another (i.e. feeding site).

(*Should be f		Satellite Acco gned daily for site			n a central kitch	en)
Sponsor Agency:						
Central Kitchen Site:						
Satellite Site:						
Date:						
Breakfast C Lunch	Supper	AM Snack	○ PM :	Snack		
Table below for: Bulk Items S	Shipped	Quant	ity:			
Items		Quantity	/	Portion Size	Tempe	rature
	Check if accurate at receipt		Check if accurate at receipt		Leaving central kitchen	Arriving at site
able below for: Pre-Plated Nations	Meals Shipped	Quantity:_ Poi	rtion Size	_	Tempe	rature
	Check if accurate				Leaving central kitchen	Arriving at site
	at receipt					
Additional Items Shipped f	for Future Use					
Items	1	Quantity		Portion Size	Tempe	rature
	Check if accurate		ate at		Leaving central kitchen	Arriving at site
	at receipt	receip	pt			
Driver:				Time Depar	rted:	
(I verify that the abo	ve information i	s true and accurat	e)	ninc beput		
Comments:						
ite Representative: (I verify that	at the above inf	ormation is true a	nd accurate	Time Rece	eived:	
Comments:						

SAMPLE SATELLITE ACCOUNT FORM

- The sponsor is transporting unitized (pre-portioned) meals to the feeding site location.
- The hot items are portioned and packaged together.
- The remaining items
 will be placed on the
 serving line providing
 children with the
 opportunity to take or
 decline the items.

(*Should be fille	ed out and	Satellite A				n a central kitche	en)
Sponsor Agency: ABC To	od Bark						
Central Kitchen Site: ABC	Ele	mutal.	School				
Satellite Site: ABC - NOCL	h Yma	A 0					
Date: 0/3/2019	*						
Breakfast Lunch	Suppe	r 🔵 AM Sr	nack 🔘	PM Sna	ck		
Table below for: Bulk Items Shi	pped		Quantity:				
Items		Qu	antity	_	ortion Size	Tempe	
	Check If accurate at receipt		Check accur at rec	ate		Leaving central kitchen	Arriving at site
				_			
Table below for: Pre-Plated Me	als Shippe	d Quar		5			
Items	Charlett 1		Portion S	ıze		Tempe	
	Check if accurate at receignt					Leaving central kitchen	Arriving at site
Apple, whole (125-1884)	1	5ea.	(10)			181°F	17507
The was listing	1	12 cup	110)			184°F	16/105
MACHE LINES, CASIFECE		17 200				2600	2000
trate (1.19)		001				361	2801
Additional Items Shipped for	Future Us	e					
Items		Quar	ntity	Port	tion Size	Temper	ature
	Check if accurate		Check if accurate at			Leaving central kitchen	Arriving at site
	at receipt		receipt				
				<u></u>			
Driver: (I verify that the above	informatio	n is true and a	ccurate)		_Time Depar	ted: 0:09	AM.
Comments:							
Site Representative: (I verify that t		nformation is t	true and accu	rate)	_Time Rece	ived: 10-50	AM.
Comments:							

SAMPLE SATELLITE ACCOUNT FORM

- The sponsor is transporting the AM Snack, along with the scheduled Lunch for the day.
- transported to the feeding site are shelf-stable meals, hence the N/A indicated for temperature (departure/arrival).

(Principal by Elli		Satellite /					
(*Should be fille Sponsor Agency: ABO F	and Ban	41	or sites tr	nat rece	eive meais from	a central kitche	en)
Central Kitchen Site: ABC	Elmo	man. Sc	hool				
Satellite Site: XY2 Parl	_	8					
Date: 6/3/2019	_	,					
Breakfast Lunch	Suppe	r 🕳 AM Sr	ack 🤇) PM S	Snack		
Table below for: Bulk Items Shi	pped		uantity:	50	(fix 11	Am)	
Items		Qu	antity		Portion Size	Temper	ature
	Check if accurate		Ci	heck if	,	Leaving central kitchen	Arriving at site
Do-stil chemile	at receipt	2001200	ea	receipt	lakillaa	m le	
The Court State	-	9 05 1 25 1	10	/	IDK/192	na-	
(apple)	V	153 50	Ea	V	124/002	nia -	
Table below for: Pre-Plated Me	als Shippe	d Quar	tity:				
Items			Portio	n Size		Temper	ature
	Check if accurate at receipt					Leaving central kitchen	Arriving at site
Additional Items Shipped for	Future Us	e (2pr	land	2			
ltems		Quan	tity		Portion Size	Temper	
Green bears, prepartures	Check if accurate at receipt	50ea	Check if accurate a receipt	4	ly cup	Leaving central kitchen	Arriving at site
Sunbutter (pre-purhazed)	1	50 ea	<i>V</i>	/ 11/	acker = 102	an shelf	all (/
Milk (FF. Flauved)) /	Sola	1/	194	rackers = 102	WII STANDER	SIIZA
Plaches (prophyged)		soen	- (1	12 cup	1 tophy	110.
Driver: Www fre					Time Depa	rted: 10:00A	W.
(I verify that the above	informatio	n is true and ac	curate)				
Comments:							
		\bigcirc					
Site Representative:	ant	Les			Time Rece	ived: 10:3%	Am
(i verny that i	ine adove 1	information is t	rue and a	ccurate	,		
Comments:							
N							

SUMMER FOOD SERVICE PROGRAM

Racial and Ethnic Data Form**

Sponsor:	Site:
Site Contact Name:	Title:
Site Address:	Date of visit:
Site Supervisor:	

Ethnic Categories	Number or Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Racial Categories	Number or Participating Children*
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Victory
- Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- . White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Monitor's Signature	Ī	Date

** Note: Based on OMB Notice, <u>Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity</u>, published 10/30/97 and in FNS Instruction 113-1. Civil Rights Compliance and Enforcement <u>Nutrition Programs and Activities</u>, published November 8, 2005. See Back for Instructions.

United States Department of Agriculture

DOCUMENTATION 101

RACIAL/ETHNIC DATA FORM COMPLETED BY PROGRAM MONITOR(S)

Reminder:

- 1. The Racial/Ethnic Site Data form *must be completed* for <u>each</u> operating site on an *annual* basis.
- The form must be completed while the site is <u>still in operation</u>.
- 3. If a site has different sessions, form to be completed once per session.
- 4. This is an area addressed during a SFSP Review.

RACIAL/ETHNIC SITE DATA FORM COMPLETED BY MONITOR(S)

Instructions

COMPLETE A NEW FORM AT EACH SFSP SITE YEARLY

- The sponsor should complete this form for each site every year.
- Sponsors of residential camps must collect this information for each camp session.

Race and Ethnicity at the SFSP Site:

USE GOOD JUDGEMENT BASED ON OBSERVATION ALONE

- The sponsor may use *visual identification* to determine a participant's racial or ethnic or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren).
- A participant may be included in the group that they appear to belong, identify with, or is regarded as by their community.

RECORD ETHNICITY FIRST THEN RACE(S) To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity.

- Ethnicity shall be collected first.
- Respondents shall be offered the option of selecting one or more racial designations.

KEEP THIS DOCUMENT SECURED AND ON FILE FOR 3 YEARS The sponsor must retain racial or ethnic data, as for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel.

These instructions can be found in the USDA SFSP Sponsor Monitor's Guide (under Sample Forms), found at the following link:

http://www.fns.usda.gov/sfsp/handbooks

RACIAL/ETHNIC SITE DATA FORM

Common problems noted by SA staff:

- 1. Signature and date is missing from the form.
- 2. Only the Ethnic <u>or</u> the Racial Categories section is completed on the form (both sections are required).
- 3. Form is not completed at all sites annually.

The staff member completing the form must <u>not</u> question children as to what their ethnicity/race is. This must be completed without involving those children participating in SFSP.



101 RACIAL/ETHNIC DATA FORM

example: The monitor observed meal service at the ABC North Park facility.

A total of 55 children participated in the meal service observed.

Per the monitor's determination, he/she deemed that 53 children were non-Hispanic or Latino and 2 were Hispanic or Latino. Of this total (55 children), he/she determined that 47 of the children were African American and 8 were White.

MANAGING THE MEAL SERVICE	LOUISIANA DEPARTMENT OF EDUCATION
Spansor: ABC Food Back	Ethnic Data Form** Site: ARC-North Park
Site Contact Name: Tane Dec	Title: Six Supervisor
Site Address: III Test Dr.Ne, Shrevefort, A Site Supervisor: Jane Doe	Date of visit:6/10/2019
Ethnic Categories	Number or Participating Children
Hispanic or Latino	2
Not-Hispanic or Latino	53
Racial Categories American Indian or Ataska Native	Number or Participating Children*
Asian	8
Black or African American	47
Native Hawaiian or Other Pacific Islander	0
White	8
 American Indian or Alaska Native: A person having origins in an (including Central America), and who maintains tribal affiliation of the Asian: A person having origins in any of the original peoples of the including, for example, Cambodia, China, India, Japan, Korea, Mal Vietnam. Black or African American: A person having origins in any of the can be used in addition to "Black or African American." Native Hawaiian or Other Pacific Islander: A person having origins amoa, or other Pacific Islands. 	or community recognition. he Far East. Southeast Asia, or the Indian subcontinent, laysia, Pakistan, the Philippine Islands, Thailand, and black racial groups of Africa. Terms such as "Haitian"
White: A person having origins in any of the original peoples of E	
Monitor's Signature	6/10/2019 Date
"Note: Based on OMB Notice, <u>Revisions to the Standards for the Classification of Fed</u> Instruction 113-1. <u>Civil Rights Compliance and Enforcement Nutrition Programs and A</u>	
USDA United States Department of Agent Asset	

TIME AND ATTENDANCE RECORDS

ADMINISTRATIVE STAFF

All administrative-level staff reported on this form should be listed on the latest approved Sponsor-Level Application.

Completed weekly

JMMER FOOD RVICE PROGRAM	Adr	nir	nis	tra	ati	ve	St	taff*		
onsor name:							_ Sp	onsor Numbe	r:	
oonsor address:)
eek of:										
	Hour	s Wo	rked	in SF	SP A	ldmi	nistra	ation		
ame	Hou Per	ırs Day						Total Hours Weekly	Hourly Wage	Total Claimable
	S	М	T	W	T	F	S			
	+									
nderstand that this information srepresentation may subject m										eliberate
ervisor's signature						-	Dat	е		
	rming admir	nistrativ	e cost t	tasks, t	hat is, t	asks re	lated to	the administration	n of the Program	ı (e.g. monitors, bo
this form for administrative staff perfo pers, office staff, directors).										

TIME AND ATTENDANCE RECORDS

SITE AND FOOD SERVICE STAFF

All site-level staff reported on this form should be accounted for in the latest approved Facility Application.

Completed weekly <u>by</u> site

		e l					Se	rvice	Staff*	•
Site/Sponsor name:								Site/Spons	or Number:	
Site/Sponsor address:										
Week of:				_	Date:	/_	/_	<		
	Н	lours	Wor	ked i	n Fo	od Se	ervice	е		
Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	М	Т	W	Т	F	S			
I understand that this information is t misrepresentation may subject me to										eliberate
Site supervisor's signature Date										
se this form for all site-level and food service : ooks, supervising children at the site).	staff pe	rformin	g oper a	ating co	sts tas	ks, that	is, task	s directly related t	o the food servic	e (e.g. meal servers,
SDA United States Department of Agriculture										

MILEAGE RECORD ADMINISTRATIVE STAFF

reimbursement
must be well
documented by the
sponsor and
approved through
the latest Sponsor
Application
(Budget).

ONE SHEET REQUIRED PER ADMIN-LEVEL STAFF MEMBER, AS APPLICABLE

DECUBBRE	EDING A	ND COST	ACCOL	INTINE

SUMMER FOOD SERVICE PROGRAM

Mileage Record – Administrative Staff*

Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary
			(

Signature of Employee	Date	

Use this form for any staff performing an administrative task (e.g. monitors, sponsor administrative staff visiting/reviewing sites).

Note: Mileage costs must be in the administrative budget approved by the State Agency.



Juited States Department of Agricultu

MILEAGE RECORD SITE AND FS STAFF

reimbursement
must be well
documented by the
sponsor and
approved through
the latest Sponsor
Application
(Budget).

ONE SHEET REQUIRED PER ADMIN-LEVEL STAFF MEMBER, AS APPLICABLE

ECORDKEEPING ANI	D COST ACCOUNT	ING						
UMMER FOOD Mileage Record – ERVICE PROGRAM Site and Food Service Staff*								
Name of Employee:								
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	ltinerary				
ignature of Emplo	yee		D	ate				
Use this form for any sta	aff performing an oper	ating task, specifically re	elated to the food service	e (e.g. site staff, cooks, et	c. transporting meals).			
ote: Mileage costs must b	e in the administrative	budget approved by the	State Agency.					

PLEASE BE AWARE ...

- ✓ Mileage is not an allowable SFSP expense if it has not been included and approved in the most current Sponsor-level budget.
- ✓ Mileage should never be reimbursed by the sponsor to an employee when there is not a record in support of the SFSP mileage traveled.
- ✓ Information documented on the time records should be in agreement with the staffing information included and approved in the most current online applicable form (i.e. sponsor or facility-level). For instance, no staff member should be working more hours per day than approved in the associated online application's staffing plan.



MONITORING DUTIES/ REQUIRED FORMS

- The monitor(s) of the SFSP is a key link between site-level activities and the central office.
- Monitors are responsible for completion of the <u>first 4-week review form</u> annually at <u>ALL</u> operating SFSP sites (even those that operate for shorter than 4 weeks).
- Monitors also complete less detailed "visit" forms (pre-operational and 1st week).

Effective Summer 2019, all sites are required to have both a 1st week visit and a 1st four week review, regardless if returning and in good standing.

MONITORING DUTIES/ FORMS

PRE-OPERATIONAL VISIT FORM

One-page document completed prior to the start of the SFSP at any/all new sites.

SWMMER FOOD SERVICE PROGRAM Pre-Operational Visit Form
Site number:Site number:
Site address:
Site telephone number:
Person to contact for use of site:
Type of site (check appropriate type): Recreation center Residential camp Healthcare Other School Play street Libraries Church Playground Rural Development (RD)/Housing and Urban Development (HUD)
Estimated number of children the site could serve:Estimated number of needy children in area: Estimated number of personnel needed to adequately control the food service: Are the present facilities adequate for an organized meal service?
For the estimated number of children, does the site have: Shelter for inclement weather? Adequate cooking facilities (if applicable)? Adequate storage for prepared or delivered food? Storage space for records at site? Adequate refrigeration? Access to a telephone? Is this site for-profit? Yes No What types of organized activities are possible or planned at this site?
Improvements or corrective actions needed before site operates: Did the site have any deficiencies in the previous summer?
Monitor's Signature Date

MONITORING DUTIES/ FORMS

1ST WEEK <u>VISIT</u> FORM

One-page document completed in 1st week of operation at all approved SFSP sites, regardless if new or returning.

Must be completed at all sites in their 1st week of operation, *unless* a waiver is in place for the sponsor for Summer 2020.

Louisiana Department of Education



First Week Visit Form

Date of site visit:	Monitor's arrival time:	Departure Time:
Site name:	Site add	ress;
Discussion with site staff	(list names):	
Area	as of Discussion	Notes and Observations
Has the site supervisor a	attended training session?	
Are meals being counted	l and signed for?	
Are all required records	being completed?	
Are meals served as sec	ond meals excessive?	
Do meals meet meal pat	tern requirements?	
Is there proper sanitation	n/storage?	
Is the site supervisor foll meal order adjustments?	lowing procedures established to make ?	
Are meals served at the	time approved by the State agency?	
Are all meals served and (Note if State agency and grains to be taken off site	sponsor allow fruits/vegetables/	
Is each meal served as a	unit?	
Are there any problems	with delivery?	
Is there documentation of	children's income eligibility, if applicable?	
Is there an "And Justice f on display in a prominen	for All" poster, provided by the sponsor, t place?	
List any problems that we	ere noted, and any corrective actions th	at were initiated to eliminate the problems:
ET NAME OF THE PARTY OF THE PAR		
Monitor's Signature		Date
USDA		

MONITORING DUTIES/ FORMS

1ST FOUR WEEK REVIEW FORM

Three- page document completed in 1st four weeks of operations at all approved SFSP sites.

- ✓ Requires the monitor to report to the site prior to the start of the meal service (or prior to the delivery of meals) being observed.
- ✓ Detailed form that must be completed by the monitor and signed by the monitor, site supervisor, and a sponsor representative.
- Requires the monitor to observe all of meal service as well as clean up following the meal service.
- ✓ Monitor may need to provide TA (and/or follow-up to the site) as a result of the review.

To be completed <u>annually</u> for all approved SFSP sites, regardless of length of program. There is <u>no</u> waiver option at present that allows for this monitoring review to be waived.

MONITORING DUTIES/ FORMS

1ST FOUR WEEK <u>REVIEW</u> FORM

- ✓ See memo SFS 19-35 (Q and A SFSP Rescission Webinar) for information regarding timing of the 1st week visit and the 1st four week review, at sites that may be in operation for < 1 month.</p>
- ✓ Direct link to that memo:
 https://cnp.doe.louisiana.gov/DNAMemos/SFSP/Memos/2019/SFS-19-35%20QandA%20SFSPrescissionwebinar1.30.19.pdf

DOCUMENTING YOUR SFSP RECAP

- The forms referenced in this section are considered SFSP <u>source</u> <u>documents</u>. As a reminder, these must be maintained, at minimum, for three (3) years plus the current year.
- Forms covered in this section included the following:
 - ✓ Daily Meal Count (DMC) Form
 - ✓ SFSP Production Record (optional)
 - ✓ Satellite Account Form (if applicable)
 - ✓ Racial/Ethnic Data Form
 - ✓ Mileage Logs Site and Admin-level (if applicable)
 - √ Time/Attendance Logs for site-level and admin-level staff
 - ✓ Monitoring Visit/Review Forms

CLAIMS FOR REINBURSEMENT



CLAIMS FOR REIMBURSEMENT REQUIREMENTS FOR CLAIMS

◆ Daily meal counts, by site and approved meal type, that have been verified as accurate by the site supervisor, are ultimately placed in the CNP website in the "Claims" feature by the sponsor in order to request reimbursement for meals served.





CLAIMS FOR REIMBURSEMENT OVERVIEW OF CLAIMS PROCESS

- Sponsors typically submit SFSP claims for reimbursement at the <u>end</u> of each month of operation*.
- ◆ Claims are submitted on the CNP website under the purple Summer Feeding tab (http://cnp.doe.louisiana.gov) − note that log-in is required to complete this function
- ◆ The SA only designates individuals named as the Head of Organization/ Superintendent or the Authorized Representative with the rights to create and submit claims. However, either of these users may create <u>additional</u> user accounts, assigning view and/or edit and/or submit rights to the associated account as they see fit.

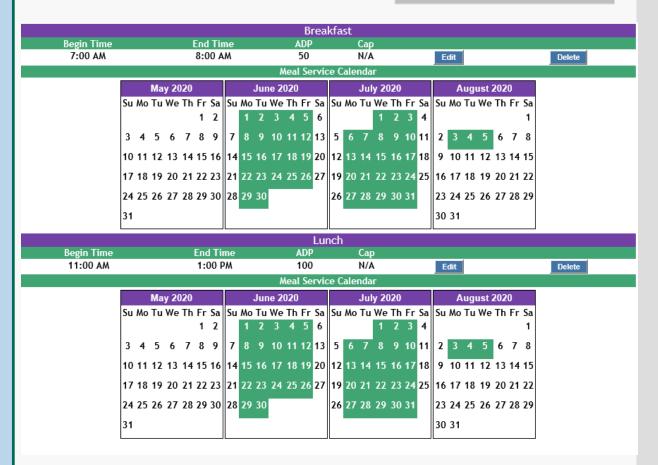
*Please note that as per the SFSP regulations (found in 7 CFR Part 225), months with *fewer than 10 operating days* are combined with a larger month for claiming purposes.

For example, a sponsor could not submit a July-only SFSP Claim for Reimbursement if it also intends to operate for 3 days in the month of August. The CNP System will recognize that the month of August has < 10 operating days and will automatically link it to the July claim.

OVERVIEW OF CLAIMS PROCESS COMBINED CLAIMS EXAMPLE

- In this example, the SFSP organization has a program that extends into the month of August. In its final month; however, it only operates for 3 days
- ◆ This particular sponsor would ultimately submit two claims for reimbursement for its 2020 operations- one June claim and one combined July/Aug claim for reimbursement.

The CNP website recognizes this and when the July claim is created, it will automatically display as a July/August claim.



Claims for reimbursement must be submitted:

- Monthly (for each month with ≥ 10 operating days)
- √ Through the online CNP system, <u>no</u> <u>later</u> <u>than</u> midnight on the 60th calendar day (holidays and weekends are included in the count) following the claim period.

When in doubt, Lunch Begin Time ADP Cap End Time confirm claim 11:00 AM 1:00 PM 100 N/A Edit submission Meal Service Calendar deadline with May 2020 June 2020 **July 2020 LDOE** Deadline for this |Su Mo Tu We Th Fr Sa||Su Mo Tu We Th Fr Sa||Su Mo Tu We Th Fr Sa||Su Mo Tu We **Appropriation** sponsor to submit Control Staff*. 3 4 5 6 7 8 9 7 8 9 10 11 12 13 5 6 7 8 9 10 11 2 3 4 5 6 their combined 10 11 12 13 14 15 16 14 15 16 17 18 19 20 12 13 14 15 16 17 18 9 10 11 12 13 14 15 May/June SFSP 17 18 19 20 21 22 23 21 22 23 24 25 26 27 19 20 21 22 23 24 25 16 17 18 19 20 21 22 claim would be 23 24 25 26 27 28 29 24 25 26 27 28 29 30 28 29 30 26 27 28 29 30 31 August 29th.

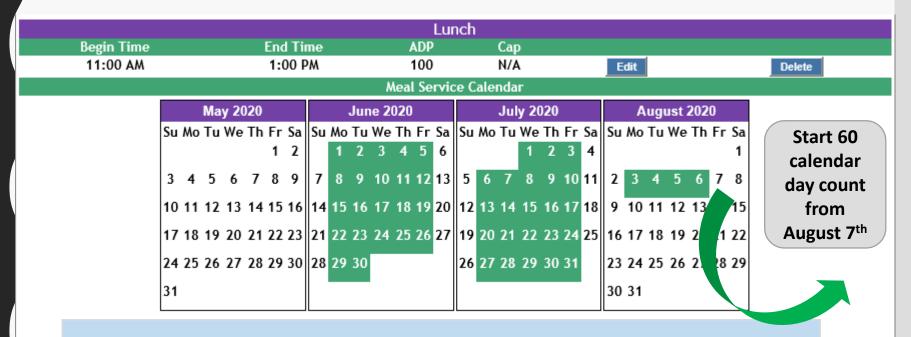
30 31



31

*Sponsors may contact Tameca Jeanpierre at Tameca.Jeanpierre@la.gov or at (225) 342-3836.

Do also note that when operations end in a month that has
 < 10 operating days, the date in which the 60 calendar day
 deadline begins differs. See example below:



In this example, the June claim would be due no later than <u>August 29th</u>. The combined July/August claim, however, would be due no later than <u>October 5th</u>. Note that when a program *ends* in a month that contains < 10 operating days, the deadline for submission of the combined (final) claim must be determined by first counting the day immediately following the final operating date.

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What if <u>Claiming Errors</u> are Found (by the SA or the SFSP Sponsor)?

- ◆ "Upward adjustments" may be made to the original claim anytime during the 60 calendar day window (referenced on prior slides) for that claim period (Upward adjustments = amendment/correction to "add" meals that were left off of original submission).
- * "Downward adjustments" <u>must</u> be made and can be done <u>any</u> <u>time</u> following the identification of these errors (Downward adjustments = amendment/ correction to "remove" meals that were reported in error on the original submission.)

NOTE: If the claim has already been paid/processed (status of claim would reflect "approved") by LDOE Appropriation Control by the time the error(s) is/are discovered, correction of the claim is done via a claim amendment (or revision).

What if <u>Claiming Errors</u> are Found (by the SA or the SFSP Sponsor) immediately following the sponsor's claim submission?

- Sponsor should contact LDOE Appropriation Control ASAP:
 - If claim processing has not yet begun, LDOE Appropriation Control Staff may be able to simply release (or open) the claim to allow the sponsor to edit, making appropriate changes, then resubmit. In these situations, a claim amendment/revision is not needed.
 - Email Ms. Tameca Jeanpierre, noting sponsor name, applicable program, and claim period, for claim release requests (<u>Tameca.Jeanpierre@la.gov</u>).



Please be reminded that the 60 calendar day timeframe does still apply. If released to the sponsor and then not resubmitted in a timely manner, the sponsor may end up passing the deadline to submit the adjustment, which could relate to a significant loss of reimbursement.

INFORMATION ON THE "ONE-TIME EXCEPTION" RULE

- ◆ If a sponsor is beyond the "60 calendar day" deadline to submit a claim, the sponsor may contact LDOE Appropriation Control (<u>Tameca.Jeanpierre@la.gov</u>), in writing, to request one-time exception.
- ◆ In turn, LDOE Appropriation Control Staff will furnish the requestor with the information required to be included in any/all requests for payment of a late claim under the "One-Time Exception" rule.
- ◆ The "One-Time Exception" rule option may be approved for use a maximum of once every 36 months per sponsor and applicable program.

Note that sponsors participating in multiple Child Nutrition Programs (CNPs) are allotted a "one-time exception" per associated program (i.e. CACFP, NSLP/SBP, SFSP).



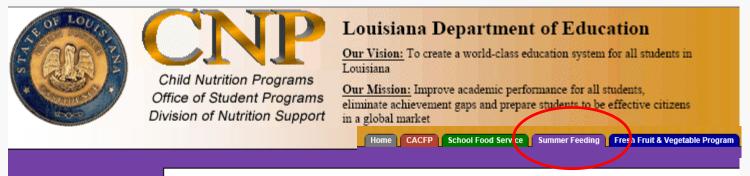
CLAIMS FOR REIMBURSEMENT OTHER IMPORTANT INFORMATION

- As previously noted, only the designated "head of the organization" and/or the "authorized representative" of the organization will initially have the rights/capabilities to create, edit, and submit claims.
- Claims that have not been submitted cannot be processed for payment.
- ◆ Please always check the status of your claim after submission to ensure that the associated status has changed (i.e. from "open/unsubmitted" to "submitted").
- If you enter information on the claim that violates the claiming rules, you will get an error message explaining which built-in edit check(s) you have exceeded.
 Correction/adjustments will be needed in most cases.

Please note that the most common errors result from sponsors entering too many meals as seconds (more than eligible for) or from entering first meals beyond the approved ADP for that meal service and site.

If unclear on what displayed claim errors messages are referencing, please contact the SA.



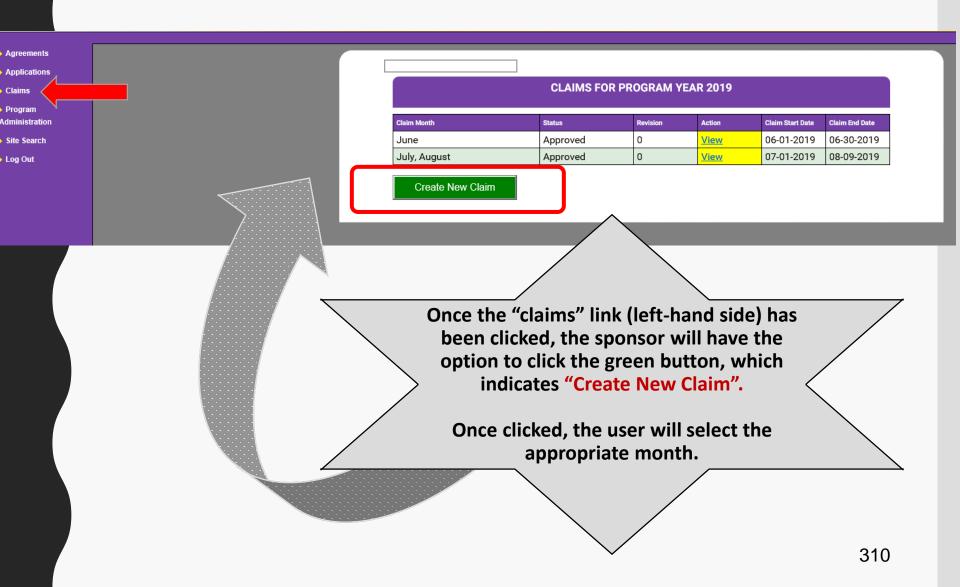


- To Do List
- Reports
- Agreements
- Authorized Contacts
- Applications
- Claims



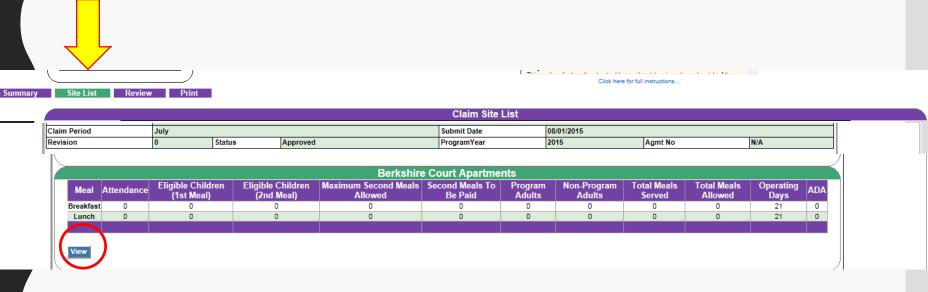
- Terminate Accounts
- Program
 Administration
- Site Search
- Sponsor Information
- Sponsor List
- Log Out

- To create/edit/submit a claim, users must first log-in on the CNP website at: http://cnp.doe.louisiana.gov
- Next, access the purple "Summer Feeding" tab.
- Then, on the left-hand side, click on claims.



Claim Summa	Click here for full instructions Site List Review Print										
					CI	aim Summar	у				
Claim Period	laim Period June Submit Date 07/01/2015										
Revision		0	Status	Approved	Pr	ogramYear	201	5	Agmt No		
Meals Served - High Reimbursement											
Meal A	Attendance	Eligible Children (1st Meal)	Eligible Children (2nd Meal)	Maximum Second Meals Allowed				Total Meals Served	Total Meals Allowed		
Breakfast	2657	2657	0	52	0	32	0	2689	2657		
AM Snack	0	0	0	0	0	0	0	0	0		
Lunch	2547	2547	0	49	0	62	0	2609	2547		
PM Snack	0	0	0	0	0	0	0	0	0		
Supper	0	0	0	0	0	0	0	0	0		
					Meals Served - Low	Reimburseme	ent				
Meal A	Attendance	Eligible Children (1st Meal)	Eligible Children (2nd Meal)	Maximum Second Meals Allowed	Second Meals To Be Paid	Program Adults	Non-Program Adults	Total Meals Served	Total Meals Allowed		
Breakfast	0	0	0	0	0	0	0	0	0		
AM Snack	0	0	0	0	0	0	0	0	0		
Lunch	0	0	0	0	0	0	0	0	0		
PM Snack	0	0	0	0	0	0	0	0	0		
Supper	0	0	0	0	0	0	0	0	0		
					Meals Served - Tot						
			, , ,	Maximum Second Meals Allowed							-
Breakfast	2657	2657	0	52	0	32	0	2689	2657	22	120
AM Snack	0	0	0	0	0	0	0	0	0	0	0
Lunch	2547	2547	0	49	0	62	0	2609	2547	22	115
PM Snack	0	0	0	0	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0	0	0	0	0

After creating a claim (for a specified month), the screen will default to the "Claim Summary" tab. Sponsors <u>cannot edit</u> any information contained on the Claim Summary tab. Information will tally/pre-populate into this screen based on what is entered under the "Site List" tab (see screenshot above).



Once the sponsor accesses the "Site List" tab, all approved SFSP site locations will display, alphabetized by name. To access a given site, click on the "View" button immediately below the approved meal types displayed for that site.

	Meal Summaries Meal Summaries										
Meal	Attendance	Eligible Children (1st Meal)	Eligible Children (2nd Meal)	Maximum Second Meals Allowed	Second Meals To Be Paid	Program Adults	Non-Program Adults	Total Meals Served	Total Meals Allowed	Operating Days	ADA
Breakfas	t 0	0	0	0	0	0	0	0	0	21	0
Lunch	0	0	0	0	0	0	0	0	0	21	0

					Brea	kfast Daily Det	ail
Date of Service	Attendance	Eligible Children (1st Meal)	Eligible Children (2nd Meal)	Program Adul	t Meals Served	Non-progra	n A
7/1/2015	0	0	0	0		0	
7/6/2015	0	0	0	0		0	
7/7/2015	0	0	0	0		0	7
7/8/2015	0	0	0	0		0	
7/9/2015	0	0	0	0		0	
7/10/2015	0	0	0	0		0	
7/13/2015	0	0	0	0		0	
7/14/2015	0	0	0	0		0	
7/15/2015	0	0	0	0		0	
7/16/2015	0	0	0	0		0	J
//17/2015	0	0	0	0		0	
//20/2015	0	0	0	0		0	
7/21/2015	0	0	0	0		0	
7/22/2015	0	0	0	0		0	
7/23/2015	0	0	0	0		0	
7/24/2015	0	0	0	0		0	
7/27/2015	0	0	0	0		0	
7/28/2015	0	0	0	0		0	
7/29/2015	0	0	0	0		0	
7/30/2015	0	0	0	0		0	
7/31/2015	0	0	0	0		0	

As the site's daily meal entries are saved, the totals will update/auto-populate at the top of the screen (see area circled in red). This information also automatically feeds over to the "Claim Summary" tab as well.

- Each approved meal service will display in a separate table (with corresponding approved operational days shown) for each site that is accessed.
- The following is displayed in this screenshot:
 - o Breakfast meal service
 - Approved operating days in July for breakfast at the selected site
- An "edit" button will display to the right of EACH applicable operating day, allowing the user to enter associated meal data.
- Once entered (per day), the user would click "update" to save the data and proceed with entry for the next operational day.

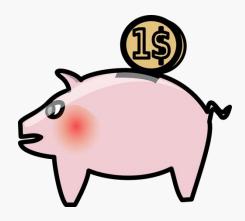
- Once <u>all</u> site-level details have been entered and verified by the sponsor, the user will submit the claim by:
 - > Accessing the initial "Claim Summary" screen
 - > Scrolling to the bottom of the page and clicking **Submit**
 - Accepting the certification language indicating that the information is true and correct per the user's knowledge, to initiate the final submission.

Once successfully submitted, the status of the claim will change from *Unsubmitted* to "Submitted" at the top of the claim screen.

Individuals who submit claims for reimbursement should ALWAYS check for this.

CLAIMS FOR REIMBURSEMENT ELECTRONIC FUNDS TRANSFER (EFT)/PAYMENTS

- ◆ Claims for Reimbursement are paid by Electronic Funds Transfers (EFTs) into the sponsor's bank account.
- The State of Louisiana sends EFTs from the state's bank directly to the payee's bank once the claim has been processed and approved.
- The process of EFT results in sponsors receiving payments sooner.



CLAIMS FOR REIMBURSEMENT PROCESSING OF CLAIMS

- Claim processing typically occurs:
 - ✓ Within 14 days of submission
 - ✓ However, per Federal Regulations [at 7 CFR Part 225.9(c)(5)], the SA has up to 45 days to process incoming valid claims for reimbursement.

CLAIMS FOR REIMBURSEMENT CONFIRMATION OF CLAIM STATUS

- There are two ways for SFSP sponsors to check payment status:
 - 1) Through the CNP website [claim feature]
 - 2) Through the OSRAP * Website (may provide more up-to-date results)

OSRAP Website:

https://wwwcfprd.doa.louisiana.gov/vendsearch/index2.cfm

*OSRAP = Office of Statewide Reporting and Accounting Policy (aka state's payment system)

CLAIMS FOR REIMBURSEMENT CONFIRMATION OF CLAIM STATUS

Claims for Program Year 2018

Claim Month	Status	Revision	Action	Claim Start Date	Claim End Date
May, June	Approved	0	View	05-24-2018	06-29-2018
July	Approved	0	View	07-01-2018	07-31-2018

VIA THE CNP WEBSITE

ABC

- Sponsors may check claim status via the CNP website under the SFSP claims portion
- If the user requires further details, clicking the "view" button for the claim in question can provide this information (see screenshot below)

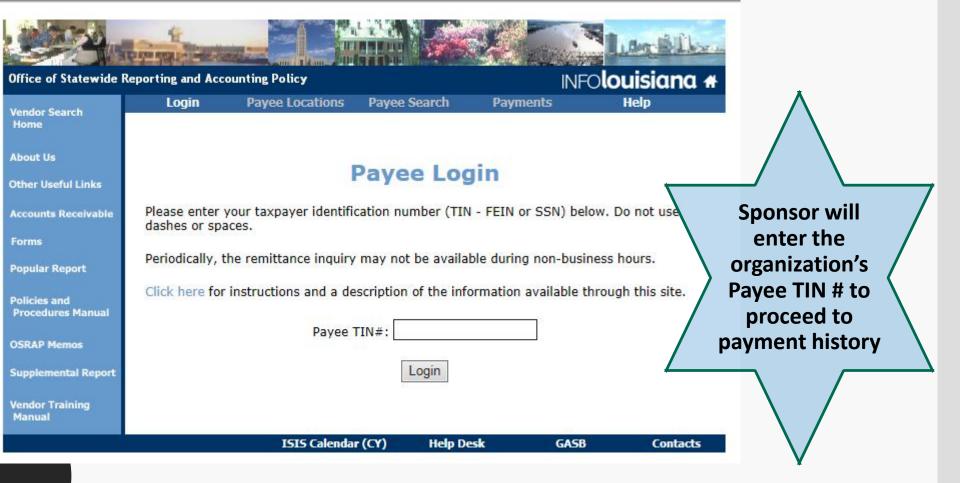
Claim Summary

Sponsor e Parish School System

Claim Period May, June Submit Date 07/16/2018 Invoice SFSP1805

Revision 0 Status Approved ProgramYear 2018 Agmt No N/A

CLAIMS FOR REIMBURSEMENT CONFIRMATION OF CLAIM STATUS



SUMMER FOOD SERVICE PROGRAM

8

CIVIL RIGHTS



n accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARIGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <a href="https://www.ascr.usda.gov/sites/default/files/USDA-QASCR9420P-Complaint-Form-0508-0002-508-11-28-17Fasz/Mail.pdf," from any USDA office, by calling (866) 322-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

fax

(833) 256-1665 or (202) 690-7442;

emai

program.intake@usda.gov.

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onforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalla por actividades realizadas en el pasado relacionadas con los derechos civilas (no todo los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación atternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8330.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en linea, en hittps://www.ascr.usda.gov/sitea/default/filiae/USDA-OASCR96/20P-Complaint-Form-0508-0002-5096-11-28-117Eas2Mal_pdf, en cualquier oficina del USDA, lamando al (866) 632-9090; o escribiendo una carta dirigida al USDA, La carta debe contener el nombre, la dirección y el número de teléfono del reclemante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para Informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la raturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; o'

fax: (833) 256-1665 o' (202) 690-7442;

correo electrónico: program.intake@usda.gov

Esta institución ofrece igualdad de oportunidades.

CIVIL RIGHTS (CR) TRAINING: OVERVIEW

- Purpose
- Training requirements
- Discrimination considerations
- Protected classes
- Collection and use of data
- Public notification systems
- Long and short statements
- Complaint procedures

- Compliance review and resolution
- Requirements for accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service
- Helpful links



CR TRAINING: PURPOSE

 To establish and convey policy and provide guidance and direction to the United States Department of Agriculture, Food and Nutrition Service and its recipients and customers.

To ensure compliance with and enforcement
 of the prohibition against discrimination in all
 Food and Nutrition Service nutrition programs
 and activities, whether federally funded or not.



CIVIL RIGHTS TRAINING: REASON

 Ensure that program recipients are being treated without discrimination while participating in Child Nutrition Programs (CNPs)



DISCRIMINATION MAY INCLUDE:

Denial of benefits or services that others receive

Delay in receiving benefits or services that others receive

Different treatment than others, leading to disadvantage



CR TRAINING: EXAMPLES OF DISCRIMINATION

- Refusing enrollment based on disability
- Failure to provide reasonable accommodation
- Serving meals at a time, place, or in a manner that is discriminatory
- Failing to provide non English materials



CR TRAINING: PROTECTED CLASSES

- Race
- Color
- National Origin
- Sex
- Age
- Disability



CR TRAINING: ANNUAL TRAINING REQUIREMENT

As a SFSP sponsor, it's *your responsibility* to ensure that no one is discriminated against in your program.

annually on Civil Rights (CR).

Documentation of this training must be maintained by the SFSP sponsor (includes, but is not limited to: sign-in sheets, training agenda, training materials, etc.). CR training can be a portion of staff training for other required areas of the SFSP.



* This includes part-time workers, temporary workers, volunteers, and full-time staff, as well as both central office and site-level staff.

CR TRAINING:

ANNUAL TRAINING REQUIREMENTS

- 1. Collection and use of data
- 2. Effective public notification systems
- 3. Complaint procedures
- 4. Compliance review techniques
- 5. Resolution of noncompliance
- 6. Requirements for language assistance
- 7. Requirements for accommodation of persons with disabilities
- 8. Conflict resolution
- 9. Customer service

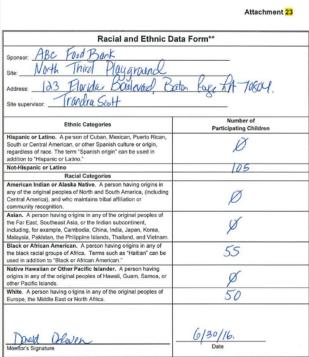


CR TRAINING COMPONENTS 1. COLLECTION & USE OF DATA

- Sponsors must obtain data race & ethnic data annually
- Self-reporting is preferred
- Systems for collecting actual ethnic and racial data may be program specific



- ◆ All sponsors are required to complete a Site Racial and Ethnic Data Form at each SFSP site at least once annually during its operation.
- ◆ A Site Racial and Ethnic Data Form and Instructions can be found in the SA SFSP Forms Book (Posted to CNP as Memo SFS 20-47).
- ◆ Please be reminded that in completing this form, Program Monitors must select/assign one Ethnic category and (at least) one Racial category per observed child.



^{**} Note: Based on OWB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and in FNS Instruction 113-1, Chil Rights Compliance and Enforcement - Nurrition Programs and Activities, published November 8, 2005. See Back for

Hispanic/Latino

A person of Cuban,
 Mexican, Puerto Rican,
 South or Central American,
 or other Spanish culture or
 origin- regardless of race

Not Hispanic/Latino



Black/African American

A person having origins in any of the black racial groups of Africa



Asian

A person having origins in any of peoples of the Far East, Southeast Asia, or the Indian subcontinent

RACIAL CATEGORIES

White

A person having origins in any of the original peoples of Europe, the Middle East, or North America

Native Hawaiian/Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

RACIAL CATEGORIES (cont'd)

American Indian/Alaska Native

A person having origins in any of the original peoples of North America (including Central America) who maintains tribal affiliation or community involvement

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CR TRAINING COMPONENTS 2. PUBLIC NOTIFICATION SYSTEMS

Program availability

➤ Each agency or other sub-recipient must take action to inform potentially eligible persons of their program rights

Complaint information

Applicants and participants must be advised at the service delivery point of their right to file a complaint and the complaint process

Non-discrimination poster statement

Prominently display the most current "...And Justice For All" Poster

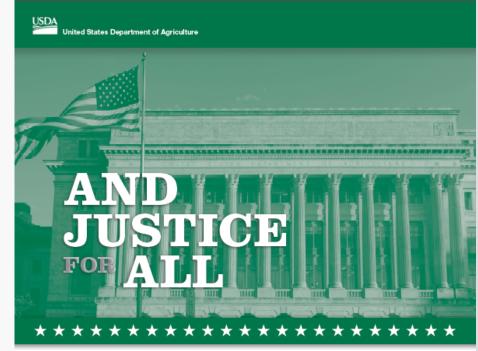


MOST CURRENT CR POSTER

"...And Justice for All" Poster

Note that this is a new version, which is different than the one provided at the 2019 SFSP Training.

https://www.ascr.usda.gov/sites/default/files/JFAgreen508.pdf



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mail:

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fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

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La información del programa puede estar disponible en otros didomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americado deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2800 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-839.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtaner en línea, en https://www.ascr.usda.gov/sites/default/files/USDA-OASCR9620P-Complaint-Form-0508-0002-508-11-28:17Fav2Mal.pdf, en cualquier oficina del USDA lamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teláfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la presunta violación de los derechos civiles. La carta de la formulario AD-3027 completado debe emienze al USDA por medio de:

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THE CR POSTER

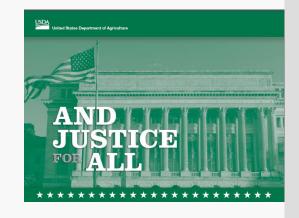
- ◆ The "...And Justice for All" poster shall be displayed at each site in a prominent place where participants receive benefits.
- ◆ The nondiscrimination statement changed in 2006 and again in 2013.
- ◆ Another updated version was received by LDOE in January 2016 and then once more in December of 2019.

Current "And Justice for All" Posters are available if needed.



CR TRAINING

PUBLIC NOTIFICATION SYSTEMS – METHODS



SFSP Sponsors shall.....

- Inform potentially eligible applicants about the program (outreach)
- Provide **information in alternative formats** available for those with disabilities, i.e. braille
- Include non discrimination statement on all informational material provided to the public
- Convey equal opportunity message in all pictures that are used to provide program information
- Prominently display the current "And Justice for All" poster

CR TRAINING

INCLUSION OF THE NONDISCRIMINATION STATEMENT ON PUBLICATIONS

 All sponsor publications distributed to the public that mention United States Department of Agriculture (USDA)
 Child Nutrition Programs (CNPs) must include the nondiscrimination statement.

LONG STATEMENT

IS TO BE USED ON <u>ALL</u> DOCUMENTS *LONGER THAN* ONE PAGE OR ONE SHEET OF PAPER (FRONT AND BACK)

Non-Discrimination Statement

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fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

See the home page of the CNP website (below log-in) or refer to the Discrimination Complaint Form for the most current NDS.

SHORT STATEMENT

PERMITTED IN SOME INSTANCES, MAINLY WHEN THE SPONSOR IS DRAFTING A SHORT DOCUMENT (≤ 1 PAGE) WITH GENERAL PROGRAM INFORMATION

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3. COMPLAINT PROCEDURES

• Right to File -

 A person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the discriminatory action.



Acceptance –

- All complaints, written or verbal, must be forwarded to USDA.
- Anonymous complaints will be handled as any other complaints.

Verbal –

 If a person makes a verbal complaint via phone or in person and refuses or is not inclined to place allegations in writing, the person to whom the allegation are made must write up the complaint, making an attempt to collect specific information

CR TRAINING HANDLING CIVIL RIGHTS COMPLAINTS

- Complaints of discrimination involving USDA programs must be documented and reported in accordance with Federal and USDA policy.
- ◆ If you receive a discrimination complaint involving the Child Nutrition Program, the Discrimination Complaint Form should be completed by *the person filing the complaint*. The form is available on the CNP Website under the SFSP Forms section.
- All complaints, written or oral, are to be forwarded to the USDA Director (it is preferred that the person reporting the complaint do so).
- The most up-to-date address is on the complaint form and the updated nondiscrimination statement.



CR TRAINING

HANDLING CIVIL RIGHTS COMPLAINTS

Sponsors **must keep** civil rights documentation:

- Written CR Complaint Procedure
- Discrimination Complaint forms must be available at all Child Nutrition Program (CNP) sites.



http://cnp.doe.louisiana.gov/DNAMemos/Forms.asp

Information must be maintained for three years plus the current year



CR TRAINING

HANDLING CIVIL RIGHTS COMPLAINTS

As a SFSP sponsor, be sure that:

- All SFSP staff is trained on how to handle complaints.
- ➤ The **Discrimination Complaint Form** is available at each approved SFSP site.
- > SFSP staff allow individuals to file their complaint with as little involvement in the process as possible.

This prototype form can be located on the CNP Website under SFSP Forms (see screenshot on slide) or in the SA SFSP Forms Booklet (memo SFS 20-47).



COMPLAINT FORM

Please have printed copies readily available at each SFSP Site location.

Prototype Discrimination Complaint Form

Your Name
Your Address
Your Telephone Number ()
List other ways to contact you
Name and address of person(s) or organizations <u>against whom</u> you are filing a complaint
Fell what incidents happened that made you feel you had been discriminated against, the dates they occurred, continuing, the duration of such actions.
List the names, titles and addresses of persons who may have knowledge of the above-described incidents. Name Title Address
a
o
<u>. </u>
d
State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).
Name of individual receiving complaint:
Date and time complaint received:

or if

<u>Non Discrimination Statement:</u> In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at https://www.ocio.usda.gov/document/ad-3027, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov

This institution is an equal opportunity provider.

4. COMPLIANCE REVIEW TECHNIQUES

- The USDA Regional Office (RO) is responsible for the review of State Agencies (SA). Note that Louisiana is a part of the USDA Southwest Region (SWRO).
- In turn, the SA is responsible for review of local agencies/sponsors.
- The SA must report any significant findings to the regional USDA office.
 - State and local agencies must receive a pre-approval visit for civil rights compliance determination before receiving funds.
- All reports must be maintained as part of the records for future review.



5. RESOLUTION OF NON-COMPLIANCE

- If non-compliance is determined, a corrective action plan (CAP) will be developed including a timeframe that will be specified in which the sponsor must demonstrate compliance.
- If the sponsor is unable to bring their operation into compliance, suspension of assistance or termination may result.



6. REQUIREMENTS FOR LANGUAGE ASSISTANCE

 Failure to provide services to Limited English Proficiency (LEP) participants, may be discrimination.

• Take reasonable steps to assure "meaningful" access.



6. REQUIREMENTS FOR LANGUAGE ASSISTANCE

Items to Consider (for LEP Persons/Participants):

- SFSP Enrollment Forms (if applicable)
- SFSP Menus
- SFSP Informational Brochures
- SFSP Letters to Families and Notification



7

REQUIREMENTS FOR REASONABLE ACCOMODATION FOR PERSONS WITH DISABILITIES

- Handicap accessibility
- Food allergies
- Accommodations/ Modifications addressed in 504 or IEP
- Call state agency for further guidance



7. REQUIREMENTS FOR REASONABLE ACCOMODATION FOR PERSONS WITH DISABILITIES

- Memo SFS- 17-87 (SP40-2017), titled, "Accommodating Children in School Meals Programs 2017 Edition," was released in July 2017.
- When a program participant has a diagnosed disability that restricts their diet, the institution must provide reasonable accommodation to ensure that the child is being furnished with compliant meals.
- Meal service accommodations for disability-related purposes requires a Medical Note from a licensed medical provider (MD, NP, or PA) OR permitted when included under a child's IEP.

MD = Medical Doctor

NP = Nurse Practitioner

PA= Physician's Assistant

IEP = Individualized Education Program

MEAL MODIFICATION REQUESTS

- Modifications within the Meal Pattern <u>DO NOT</u> require a medical statement
 - I.E. offering sun butter sandwich in place of peanut butter sandwich for child with peanut allergy (m/ma alternative –in same portion- offered in place of original m/ma).
- Modifications outside of the Meal Pattern <u>DO</u> require a medical statement
 - I.E. requirement for child to avoid milk, with cafeteria to provide 100% fruit juice in its place.
 - Medical Statements must include:
 - Information about the child's impairment and how it restricts the diet
 - An explanation of what must be done to accommodate the disability
 - The foods to be omitted and recommended alternatives

If the statement does not fully explain the modification needed, the SFA/sponsor needs to contact the guardian for additional information

 Receipt of the clarification should NOT delay the SFA/sponsor from providing the modification

7-8. CONFLICT RESOLUTION & CUSTOMER SERVICE

Discrimination vs. poorly handled conflict

Good customer service decreases the likelihood of complaints.



CR TRAINING COMPONENTS SPONSOR CHECKLIST

- ✓ Annually train all staff and volunteers on Civil Rights
- ✓ Prominently display the <u>current</u> "And Justice for All" poster
- ✓ Collect and record race and ethnic data annually
- ✓ Offer meals to all eligible participants

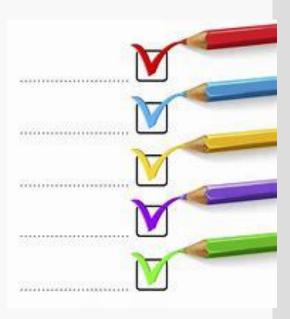
- ✓ Maintain Civil Rights complaint procedures and forms
- ✓ Place non-discrimination statement on all printed materials mentioning Child Nutrition Programs
- ✓ Keep all records for three years plus the current year



CIVIL RIGHTS TRAINING HELPFUL REMINDERS

- √ Yearly
- **✓** All Staff
- **✓** Document:
 - Who is in attendance
 - Date of Training
 - Training Topics





CR TRAINING COMPONENTS HELPFUL LINKS

USDA's CR Website:

http://www.fns.usda.gov/civil-rights

FNS Instruction 113

https://fns-prod.azureedge.net/sites/default/files/113-1.pdf



ANENDING YOUR PROGRAM

WHEN ARE SFSP APPLICATION REVISIONS NEEDED?

Needed when a sponsor wants to:

- ✓ Adjust the number of meals served (ADP) at a given site(s) for any approved meal service.
- ✓ Adjust the meal service time(s) at a site(s)
- ✓ Change the days of operation (program length) to include addition and/or deletion of days (i.e. holidays, early closures).
- ✓ Add or delete participating sites.
- ✓ Make adjustments to approved staffing plan.
- ✓ Make adjustments to the budget (e.g. additional/less allocation for a given line item).



Sponsors are responsible for notifying the State Agency (SA) of changes to their program. The requested change is not <u>approved</u> until a status change occurs in the online application submission (from submitted to approved).

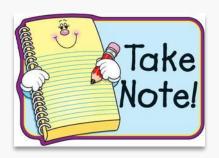
AMENDING YOUR PROGRAM

- All amendments to Sponsor Applications, Site/Facility Applications, and/or SFSP Claims <u>must</u> be done in the CNP website.
- Sponsors are responsible for notifying the State Agency (SA) of changes to their program. The requested change is not approved until a status change occurs in the online application submission (from submitted to approved).
- Only the Head of the Organization and the Authorized Representative have editing rights of the SFSP applications.
 These individuals can create additional user accounts and set limitations for accessing the SFSP applications.

AMENDING YOUR PROGRAM SFSP SPONSOR APPLICATION

How to amend a **Sponsor-level Application**:

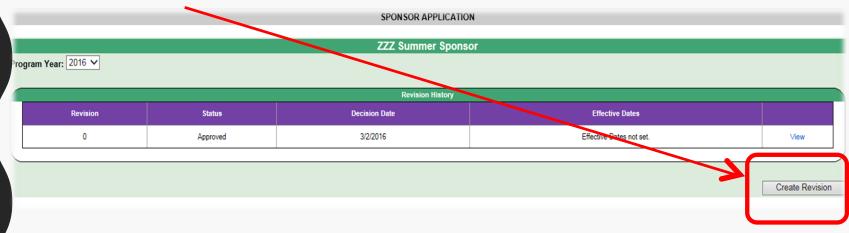
- ◆ In the example provided, the sponsor wishes to:
 - Add an additional volunteer to the Sponsor Staffing Plan and
 - 2. Increase amount of SFSP funding allocated towards non-food supply purchases in the budget.



AMENDING YOUR PROGRAM SFSP SPONSOR APPLICATION

STEPS FOR COMPLETION

- 1. Log in to the CNP Website and access the purple <u>Summer Feeding</u> tab.
- 2. On the left-hand portion of the screen, click on <u>Applications</u> → then <u>Sponsor Application</u> → and then click on "<u>Revise Application</u>"
- 3. On the next screen that displays click on Create Revision



AMENDING YOUR PROGRAM SFSP SPONSOR APPLICATION

STEPS FOR COMPLETION

- "Create revision" provides an editable version of the sponsor application. In the top left of the screen the "un-submitted" application appears.
- Initial applications appear as "revision 0" in the revision history
- Click on the page(s) where changes need to be made.
 - Example: Staffing updated needed (page 4) and budget updates needed (page 5.)



STAFFING PLAN UPDATE:

STEPS FOR COMPLETION

Page 4: Administrative Staffing Information Sponsor: ZZZ Summer Sponsor Revision: 0 Status: Unsubmitted ProgramYear: 2018 Agmt No: N/A Sponsor Staffing Plan

Provide the following information for all sponsor personnel who will be responsible for administering the Summer Food Service Program.

Staff Member			Position	Hours/Day	Days/Year	Hourly Salary	Funding Source	Total Salary Paid by SFSP			
Judy Stracener			Director	6.0	44	\$0.00	Other	\$0.00	Edit	Delete	
Babette Lanius			Bookkeeper	2.0	44	\$0.00	Other	\$0.00	Edit	Delete	
Helen Folks			Monitor	3	30	\$15.00	SFSP	\$1,350.00	Edit	Delete	
Prefix	First	МІ	Last								
~	Dana		Dauzat	Assistant	2.0 🗸	30		Other ~		Add	K

- Enter the line item details for the new staff member (volunteer) that will be added on this Sponsor revision.
- Then, click on "add" to allow the addition to display:

"REVISE	D" DISPLAY	Position	Hours/Day	Days/Year	Hourly Salary	Funding Source	Total Salary Paid by SFSP		
Judy	Stracener	Director	6.0	44	\$0.00	Other	\$0.00	Edit	Delete
Babet	te Lanius	Bookkeeper	2.0	44	\$0.00	Other	\$0.00	Edit	Delete
Hele	en Folks	Monitor	3.0	30	\$15.00	SFSP	\$1,350.00	Edit	Delete
Dana	a Dauzat	Assistant	2.0	30	\$0.00	Other	\$0.00	Edit	Delete
Prefix First	MI Last								
~			0 🗸			~		Add	

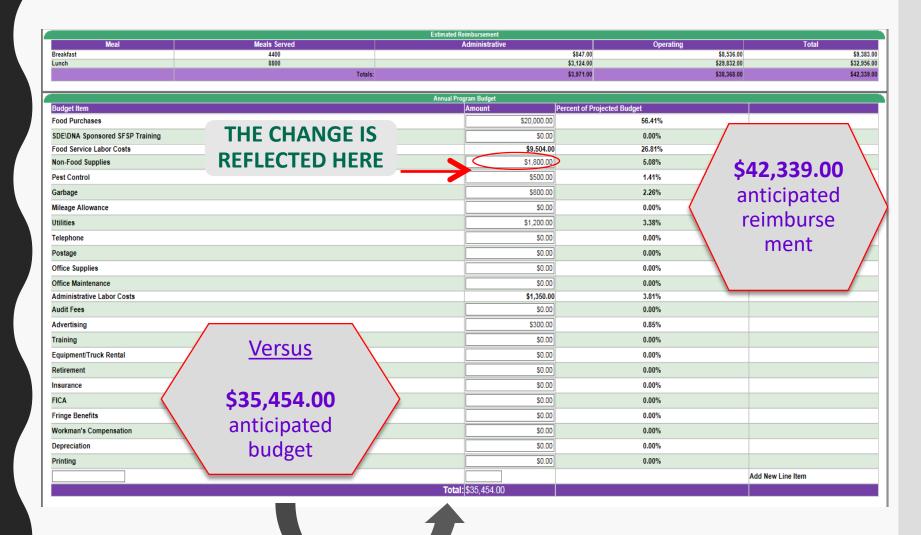
BUDGET UPDATES:

STEPS FOR COMPLETION

The current budget for non-food supplies of \$1,000 isn't sufficient for the current SFSP. They have estimated that \$1,800.00 will be needed for this expense category.

- 1. Remove the figure previously entered and key in the new dollar value in the following format: <u>1800.00</u> (only numbers entered here).
- 2. Click "save" at the bottom of the page.
- 3. Verify the budget adjustment <u>did not cause</u> the total budget to exceed the anticipated reimbursement.
- 4. Submit application.

SPONSOR BUDGET EDIT: SCREENSHOT PROVIDED



SPONSOR BUDGET EDIT TIPS FOR ENSURING SUCCESS

Edit one line item at a time, saving in between.

- Click in the cell that you wish to update. Next, click on the "x" that displays to the right of the last information reported. This will delete the data.
- Type in the numeric value that you wish to add (using #'s only).
- Click "save" at the bottom of the screen.
- Once saved, the budget should display the new total at the bottom.
- If additional edits are needed, make them one by one, as described above.
- Always check the final amount in the budget against the anticipated reimbursement to ensure that the budget is not greater than the reimbursement.

AMENDING YOUR PROGRAM SFSP SPONSOR APPLICATION

Agreements Applications

- Sponsor Application Instructions Edit Application View Application Revise Application
- Facility Application
- Letters
- Submit Applications

1. After saving necessary changes, click on "submit applications" on the left-hand side of the screen

2. Read the certification statement, check the sponsor application, click "submit."

APPLICATION SUBMISSION

Applications Available for Submission

☐ Sponsor Application (revision 1)

In submitting the Applications which I have checked, I certify that the information in the Applications is true and correct to the best of my knowledge. I understand that this information is hereby given in connection with the receipt of Federal funds; that the State Agency personnel may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.



Your IP Address is 10.6.41.106

AMENDING YOUR PROGRAM SFSP FACILITY APPLICATION(S)

- Agreements * Applications Requirements Sponsor Application Facility Application Instructions Edit Application View Application Revise Application Letters Submit Applications Claims Program Administration Site Search Log Out
- The same editing and submission process is followed when a sponsor needs to make changes to a previously approved *facility* application.
- The sponsor will click on the "Applications" link to the left-hand side of the screen and then click on "facility application". Once this is accessed, the "revise application" feature will be available.
- Once changes are made, submit the application.

Once changes are made

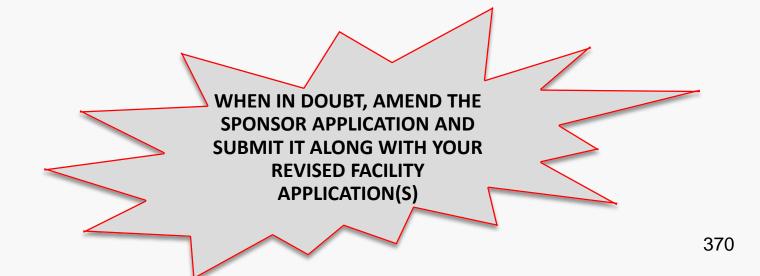
AMENDING YOUR PROGRAM SFSP FACILITY APPLICATION(S)

- The sponsor will then need to target the site for which a revision is needed and, under the "actions" column, select revise → then "go".
- Most edits made to the facility application(s) also cause changes to the sponsor application. If this occurs the website will require a sponsor-application revision to accompany any facility application revision(s).
- Once the sponsor-application revision has been initiated, check page 5
 (anticipated budget vs. reimbursement) to ensure that changes did
 not cause the budget to exceed the reimbursement.

#	Site	[2014]	[2015]	Current	Actions	
2	ZZZ Donald Duck Site 359 Stich Road Zachary LA 70803 123	0 Unsubmitted	0 Unsubmitted	1 Unsubmitted 0 Approved	▽	Go

WHEN A SPONSOR APPLICATION REVISION IS ALSO WARRANTED

- The following revision changes to a facility application will require a revised sponsor application to be submitted <u>along</u> with the edited facility application(s):
 - Changes to the staffing plan that involve more/less allocation for staff
 - Changes to the calendar (deletion or addition of days)
 - Changes to the ADP for one or more meal services
 - Addition or deletion of a meal service



IMPORTANT NOTE ABOUT APPLICATION AMENDMENTS

- An amendment will <u>not</u> be effective until it is **approved** by the SA. *The same is true of initial applications. The program is not approved to operate until the status has changed from "submitted" to "approved".*
- The *expected level* of reimbursement listed in the sponsor application is calculated from the *anticipated* information in the site applications.
- Changing the length of operation, the ADP, and/or adding or deleting sites or meal offerings will change the anticipated reimbursement.
- If total number of operational days are increased/decreased for a given site, site staffing days should be adjusted accordingly. The same applies to the sponsor staffing plan; if adjustments to a site cause the program to run longer, sponsor staffing days will need adjustment.

Plan your program in advance to ensure that you are able to begin operations as scheduled.

FIELD TRIP NOTIFICATION

COMMUNICATION WITH THE STATE AGENCY IS KEY!

- Although an online application amendment/revision is not needed for this purpose, sponsors must notify the SA prior to serving SFSP meals off-site for field trips.
- Please email (<u>shanna.legier@la.gov</u>) <u>or</u> fax* the state agency (@ Shanna Legier's attention) *prior to* the field trip.
- Items to report are as follows:
 - √ Impacted site(s) and meal service(s)
 - √ Date of off-site field trip
 - √ Estimated number of children participating

LDOE DNS Fax *: (225) 342-3305



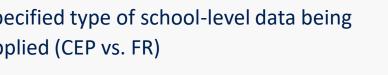
SFSP WEBSITE CHANGES



SFSP WEBSITE CHANGES **OVERVIEW**

The following areas have received updates via the CNP website:

- 1. **Non-Discrimination Statement**
- **Area Eligibility**
 - Expiration of selection
 - Specified type of school-level data being applied (CEP vs. FR)





3. **Requirements Feature** (Data Sharing)

1. UPDATED NONDISCRIMINATION STATEMENT

To view the most up-to-date
 Non-Discrimination
 Statement to be included in all applicable Program materials, please visit the CNP home page at:
 http://cnp.doe.louisiana.gov

 This statement is included immediately below the login area.



1. UPDATED NON-DISCRIMINATION STATEMENT

Non Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov

This institution is an equal opportunity provider.

As a Reminder:

The *full* Non-Discrimination
Statement
(as displayed on this slide)
is needed on Program Materials
that are > 1 page in length.

1. UPDATED NON-DISCRIMINATION STATEMENT

Non Discrimination Statement

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email:

program.intake@usda.gov

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

As a Reminder:

The **short**Non-Discrimination

Statement may be used on

Program Materials that are ≤

1 page in length. Use equal

font size for this statement as

used throughout the

document.

1. UPDATED NON-DISCRIMINATION STATEMENT

- The Non-Discrimination Statement update has been applied to the "Discrimination Complaint Form," currently posted to the CNP Website.
 - To access from the CNP Home Page , click on <u>Summer Food Service</u>
 <u>Program</u> and then on <u>Forms</u> .
 - Reminder: this form needs to be available at all SFSP Sites.
- This update has also been applied to the SFSP Media Release "Letters" component of the CNP Website.

NEW "...AND JUSTICE FOR ALL" (AJFA) POSTERS

- USDA's AJFA Poster was revised September 2019 to include the most current Non-Discrimination Statement.
- Please be sure to obtain your copy of the latest AJFA poster (due to limited supply, we ask that you take only one per SFSP site.)



Office of the Assistant Secretary for Civil Flights

This institution is an equal opportunity provider.

1400 Independence Avenue, SW Wissbirgton, D.C. 20250-9410; or

(833) 296-1965 or (202) 690-7442;

program intakelikada gov.

Office of the Assistant Secretary for Civil Flights

Esta institución ofrsce igualdad de oportunidades

Westerglan, D.C. 20010-6410; of

853) 256-1665 of \$100-660-7442. correo electrónico: program intulizabilidado, gos

NEW "..AND JUSTICE FOR ALL" (AJFA) POSTERS

- State Agencies received notice from the USDA South West Regional Office (SWRO) of the upcoming change to the ...AJFA Posters in late August 2019.
- Order requests were due to the SWRO no later than 9/11/2019.
- First shipment of AJFA Posters was received in late December 2019.
- Please click on the following to view the AJFA Poster via USDA's website:

https://www.ascr.usda.gov/sites/default/files/JFAgreen508.pdf.

2. SFSP FACILITY APPLICATIONS AREA ELIGIBILITY EXPIRATION

- In accordance with USDA's SFSP Memos, 03-2015* and 11-2014**, once area eligibility is established for a SFSP Site, the duration of determination for site eligibility is five (5) years.
- Prior to Summer 2020, the CNP website was not set to permit a SFSP site's area eligibility to be linked to a given school (via the SFSP Facility-Level Application) for a five (5) year duration.
- This feature has been updated for the 2020 SFSP.
- *Posted to CNP Site as memo SFS 15-27 "Area Eligibility in Child Nutrition Programs" and ** memo SFS 14-21 "Effective Date for Free or Reduced-Price Meal Eligibility Determinations".

2. SFSP FACILITY APPLICATIONS AREA ELIGIBILITY EXPIRATION

- When a SFSP Sponsor accesses an Online Facility Application in program year 2020, current school data (from the same attendance zone) will display in the drop-down area right below the "site type" designated by the user (page 1).
- Once a school site is selected from this dropdown, area eligibility is established for the SFSP Site for the current year (including the next four years.) When accessing the facility's application in future, area eligibility will not need to be reestablished until the website indicates that the data has expired (following year five[5]).

2. SFSP FACILITY APPLICATIONS AREA ELIGIBILITY EXPIRATION

- In the event that a sponsoring organization adds a brand new site in a future year, area eligibility will need to be established via that site's online facility application.
- The list of school sites that display in the dropdown for that site (located within its attendance zone) will be reflective of the most current years' data available at that time. One a site has been selected, this data will be good for the current year, plus four (4) additional years.

	Program Year 2020	Program Year 2021	Program Year 2022	Progra m Year 2023	Progra m Year 2024	Program Year 2025	Program Year 2026	Program Year 2027
	Area Eligibility Effective (Y/N)	Area Eligibilit y Effective (Y/N)	Area Eligibility Effective (Y/N)	Area Eligibili ty Effectiv e (Y/N)	Area Eligibili ty Effectiv e (Y/N)	Area Eligibility Effective (Y/N)	Area Eligibility Effective (Y/N)	Area Eligibility Effective (Y/N)
Summer Elementary	Y AREA ELIGIBILITY ESTABLISHE D	Y	Υ	Υ	Y	N REESTABLISHMEN T NEEDED; once completed, will expire after the 2029 SFSP	Υ	Υ
Summer Middle School	Y AREA ELIGIBILITY ESTABLISHE D	Y	Υ	Y	Y	N REESTABLISHMEN T NEEDED; once completed, will expire after the 2029 SFSP	Υ	Y
Summer High School	Y AREA ELIGIBILITY ESTABLISHE D	Y	Υ	Y	Y	N REESTABLISHMEN T NEEDED; once completed, will expire after the 2029 SFSP	Υ	Y
Summer YMCA (began 2022)	DID NOT PARTICIPAT E	DID NOT PARTICIPA TE	Y AREA ELIGIBILITY ESTABLISHE D	Υ	Υ	Υ	Υ	N REESTABLISHM ENT NEEDED; once completed, will expire after the 2031 SFSP

2. SFSP FACILITY APPLICATIONS "TYPE" OF SCHOOL-LEVEL DATA USED FOR AREA ELIGIBILITY

- Prior to the start of the 2019 SFSP, the LDOE DNS updated the SFSP Website to specify the type of school-level data being displayed in each facility-level application (for area eligibility purposes), designating the data as Community Eligibility Provision (CEP) or Free/Reduced (FR).
- The website will reflect the available school options in the dropdown, filtering only the appropriate type(s) of data based on the site type being utilized:
 - "FR" indicating that 50% or more of the students enrolled at the school are eligible for Free or Reduced Meal Benefits (via application or categorical eligibility [i.e. SNAP lists]), as of the timeframe utilized by the LDOE DNS (representative of the current SY).
 - "CEP" indicating that 50% or more of the students (times USDA's CEP multiplier of
 1.6) enrolled at the school have been deemed as Identified Students*

^{*} Identified Students: students deemed eligible for free meal benefits by the school system/district (or SFA) through an official list – provided by specified agencies (i.e. SNAP/Direct Cert Match List [data provided by DCFS], homeless/migrant status as deemed by SFA's homeless/migrant liaison, among others.)

2. SFSP FACILITY APPLICATIONS "TYPE" OF SCHOOL-LEVEL DATA USED FOR AREA ELIGIBILITY

- The main takeaway regarding "type" of school-level data is the following:
 - For SFSP Sites that will operate in an "Open" or "Restricted Open" (RO) Capacity,
 sponsors may establish area eligibility utilizing <u>any</u> school site from the dropdown list (those with FR and CEP data).
 - For SFSP Sites that will operate in a "Closed-Enrolled [CE]" Capacity,
 sponsors may establish area eligibility utilizing <u>any</u> school site from the dropdown list provided.

Other SFSP Site Types (other than Open, RO, and CE) establish their eligibility in other ways (not through use of area eligibility).

Refer to USDA's Administrative Guidance for Sponsors for more details:

https://www.fns.usda.gov/sfsp/handbooks

2. SFSP FACILITY APPLICATIONS "TYPE" OF SCHOOL-LEVEL DATA USED FOR AREA ELIGIBILITY

There are some parishes (Beauregard and St. Tammany Parish, for instance) in the state that do not currently have any Community Eligibility Provision (CEP) participating schools. In these parishes, if a SFSP Sponsor wishes to operate a CE-site, they will <u>not</u> be able to use the dropdown function in the facility-level application to establish the site's eligibility.

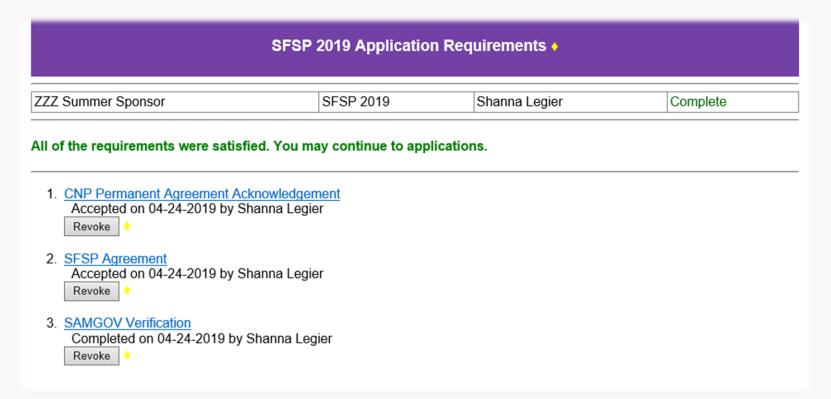
Instead, options would be as follows:

- 1. Request use of a CE-Site Waiver in Summer 2020:
 - If the request is received by the SA on or before April 15th, the SA will make the request on behalf of the sponsoring organization.
- 2. Collect and Process F/R Meal Applications (for the applicable school year) for all children enrolled at the site
 - To determine if ≥ 50% of the enrolled population is eligible for F/R meal benefits; if so, the site would be eligible to serve and claim reimbursement for free meals.
- 3. Plan to utilize another site type (i.e. operate in an "open" capacity),
 - Make SFSP meal service(s) to additional children from the community (not just those enrolled @ the site).

3. CNP REQUIREMENTS FEATURE

2020 CNP Website Update: "Requirements"

- Currently the Permanent Agreement acknowledgment, SFSP agreement, and SAM.GOV verification.
- Data Sharing will be a required document.



3. CNP REQUIREMENTS FEATURE

- Data Sharing: required for the SFSP audits that will be conducted by the contracted group, CN Resource.
 - CN Resource will conduct reviews of the:
 - National School Lunch and Breakfast Programs (NSLP and SBP),
 - Afterschool Snack Program (ASP) [as applicable],
 - Fresh Fruit and Vegetable Program (FFVP) [as applicable],
 - Seamless Summer Option [SSO],
 - Special Milk Program (SMP) [as applicable],
 - Child and Adult Care Food Program (CACFP), and
 - Summer Food Service Program (SFSP).

See <u>LA R.S. 17:3914</u>

for more information on LA's Student Privacy Law

The "Data Sharing" Requirement feature allows the CN Resources to view PII offsite.

*PII refers to Student's "Personally Identifiable Information"

LA Revised Statutes (R.S.) may be accessed here: https://www.legis.la.gov/legis/LawSearch.aspx

RECAP OF CNP WEBSITE CHANGES FOR THE 2020 SFSP

- <u>NEW</u> Non-Discrimination Statement (and ...AJFA Poster)
- Area Eligibility <u>updates</u> for Open, Restricted Open (RO), and Closed-Enrolled (CE) Sites
 - Duration of Eligibility (effective for five [5] years)
 - School-Level Data displayed (FR and CEP data for open and RO and CEP data only for CE)
- Requirements Feature Data Sharing language (<u>new addition</u>)







The LA Department of Education (LDOE), Division of Nutrition Support (DNS) will ensure that all SFSP Sponsoring Organizations receive an Administrative Review (AR) of their program once every three (3)-year cycle (at a minimum).

SFSP REVIEWS PROCESS & TIMELINES

USDA Regulations (at 7 CFR Part 225) state, SFSP sponsors must receive, at a minimum, one SFSP review every three (3) years.

Please also be aware of the following:

- All NEW private non-profit (PNP) organizations must receive a review in their 1st year of operation. LDOE DNS reviews <u>ANY</u> new sponsoring organization in year one of operation. Also any former sponsor that has had a break in SFSP participation will receive a review in the first year they return.
- Large sponsors (those having received a significant portion of prior year SFSP reimbursement) are reviewed more frequently (some sponsors are reviewed annually).
- Problematic systems also receive frequent SFSP reviews.



SFSP/SSO REVIEWS WHAT'S NEW IN 2020?



- LDOE DNS will begin contracting with <u>CN Resource (CNR)</u> beginning in Summer 2020.
- Site-level visits/meal observations are reviewed *separately* from the central office/sponsor-level portion of the Administrative Review (AR).
 - Unannounced site visits will be conducted near the start of the SFSP, with record reviews occurring near the end (or after the end) of 2020 SFSP Operations.
- All sponsors receiving a 2020 SFSP Review will receive a Claim Consolidation as part of their scheduled AR.

SFSP/SSO REVIEWS WHAT'S NEW IN 2020?



- Sponsors scheduled to receive a review of their SFSP (or SSO) will receive notice that they are up for a review in the Summer of 2020.
 - -However, the exact date(s) of the site observation(s) component of the review will <u>not</u> be announced.

The listing of SFSP/SSO Sponsoring Organizations up for an AR in Summer 2020 can be found on the CNP website by clicking Memos/Resources → Summer Food Service Program (found under Resources [page 1]).

https://cnp.doe.louisiana.gov/DNAMemos/DNAResources.asp

Summer Food Service Program (SFSP) Sponsors	Date of Review		
	2020		
SFA	1st Year of Cycle		
Advocates for Science & Mathematics Ed Inc.	TBD		
Choice Foundation	TBD		
City of Bogalusa Schools	TBD		
Claiborne Christian School	TBD		
Concordia Parish School Board	TBD		
East Baton Rouge Parish School Board	TBD		
East Carroll Parish School Board	TBD		
East Feliciana Parish School Board	TBD		
beria Parish School Board	TBD		
berville Parish School Board	TBD		
Lafayette Parish School Board	TBD		
Life Church Assembly of God / Boutte Christian	TBD		
Monroe City School System	TBD		
Morehouse Parish School Board	TBD		
Orleans Parish Schools	TBD		
Ouachita Parish School Board	TBD		
Outreach Community Development Corporation (OCDC)	TBD		
Pointe Coupee Parish School Board	TBD		
Rapides Parish School Board	TBD		
RSD- FirstLine	TBD		
RSD-Friends of King	TBD		
RSD- New Orleans College Prep (NOCP)	TBD		
RSD- Knowledge is Power Program (KIPP) N.O.	TBD		
SFNS of New Orleans	TBD		
St. Bernard Parish School Board	TBD		
St. Landry Parish School Board	TBD		
St. Tammany Parish School System	TBD		
Tangipahoa Parish School Board	TBD		

2020 SFSP/ SSO REVIEWS

Note:

New
Sponsors
will be
added to
schedule,
upon
approval

2020 SFSP/ SSO REVIEWS

Note:

New Sponsors will be added to schedule, upon approval

West Baton Rouge Parish School Board	TBD
Government	
City of Lake Charles	TBD
St. Martin Parish Government Police Jury	TBD
Private Non Profit	
Community Training & Development (Solutions of Folsom)	TBD
House of Tiny Steps	TBD
New Foundation for Life	TBD
Open Hands Outreach Ministries	TBD
Pentecost Missionary Baptist Chur.	TBD
Pine Belt Multi-Purpose Community Action Agency	TBD
Second Harvest Food Bank of Greater NO	TBD
The Healthy School Food Collaborative	TBD
Three O'Clock Project	TBD
Volunteers of America of Greater New Orleans	TBD
TOTALS OF SFSP REVIEWS	41
Seamless Summer Option (SSO) Sponsors	2020
SFA	
Bossier Parish School Board	TBD
City of Baker School District	TBD
DeSoto Parish School Board	TBD
Institute for Academic Excellence	TBD
Lafayette Charter Academy/Foundation	TBD
New Vision Learning Academy	TBD
Sabine Parish School Board	TBD
West Carroll Parish School Board	TBD
TOTALS OF SSO REVIEWS	7

SFSP/SSO REVIEWS TRAINING OPPORTUNITIES

LDOE DNS Staff will continue to:

- Provide annual trainings to prospective new, as well as returning sponsors
- Provide one-on-one Technical Assistance (TA) to sponsors, as requested
- Perform unannounced drop in visits at various SFSP sites/locations.
- Complete all other aspects of the SFSP, inclusive of review of all SFSP/SSOrelated Review Instruments, approval/denial of online applications, etc.

Sponsors that would like to receive a
State Agency TA Visit prior to (or near
the beginning of) program operations
may request training(s)* by emailing:

shanna.legier@la.gov

SFSP REVIEWS PROCESS & TIMELINES

 SFSP Regulations state that on-site reviews of SFSP Sponsoring Organizations must occur at a specified minimum number of SFSP sites (no fewer than 10% of approved sites).

Site Selection (Example):

Sponsor ABC Food Bank is scheduled for a SFSP review in Summer 2020. This sponsor had a total of 38 sites approved for the current year and will have 8 in operation at the time of the review.

How many sites will need to be visited for meal observations during the review?

Review staff would visit ≥ 4 SFSP sites (of the 8 currently in operation) during the on-site review.



SFSP REVIEWS PROCESS & TIMELINES

During a review, the team will review items including, but not limited to, the following:

At the Sponsor Level....

- SFSP training documentation (to include current year sign-in sheets, with associated agenda and training materials)
- Monitoring visit(s) and review forms (completed, to date)
- Food records purchases/invoices, inventory, menus, etc.
- Program receipts (any/all purchases made with SFSP funds)
- SFSP Bank Records/Program Ledgers
- SFSP Staffing Records (time/attendance)
- Mileage logs (if applicable)
- Media Release (current year) for any open/RO sites
- All meal count documentation (i.e. daily meal count forms)
- Most recent Racial/Ethnic Site Forms
- Prior year documentation if needed

All central kitchens for vended sites will be reviewed.

SFSP REVIEWS PROCESS & TIMELINES

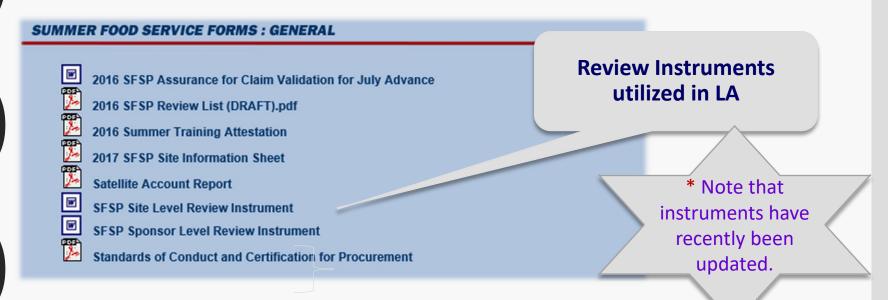
During each site review, the review team plan to review items including, but not limited to, the following:

For EACH review site

- Daily meal count forms (for the past 5 operating days)
- Inventory including a review of temperature logs, use of FIFO, inventory placement and dating, etc.
- Current permit to operate, visibly posted
- Health inspection, visibly posted
- Meal service to assess meal pattern and/or OVS compliance
- Point of service to determine if an accurate count is occurring
- Offer versus serve, as applicable for those sponsors who opt in and receive approval via their online application
- Civil Rights to ensure compliance in this area

SFSP REVIEWS PROCESS & TIMELINES

- The current* prototype review forms both sponsor and site-level are posted to the CNP website under SFSP Forms → SFSP Forms: General (subheading).
- At each review conducted,
 - One sponsor-level review form is completed
 - One facility-level review form is completed per visited site



SFSP REVIEWS PROCESS & TIMELINE

- Violations of SFSP requirements may result in:
 - Withholding or recovery of reimbursements,
 - Temporary suspension, or
 - Permanent termination and exclusion from future participation in the program
- Sponsors who are declared seriously deficient (SD)* and fail to submit adequate corrective action are terminated from program participation.
- Termination from participation in one CNP impacts participation in any/all other Federally-funded programs.

SFSP REVIEWS PROCESS & TIMELINES

PROGRAM VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Failure to maintain adequate site or sponsor records
- * Failure to adjust meal orders to conform to changes in site attendance (i.e. continued over-production)
- Failure to have a trained site supervisor at each site during meal service
- Serving more than one meal to a child at one time
- Children eating complete meals off-site (aka non-congregate feeding)
- Claiming meals that were not served to eligible children

Please not that all of the above violations can be considered as serious deficiencies depending upon the severity and systematic nature of the violations

SFSP REVIEWS PROCESS & TIMELINES

PROGRAM VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO (CONT'D):

- Serving meals that do not include all required meal components and/or correct (minimum) amounts
- * Failure to report sites to the health department
- Continued use of FSMC/commercial meal vendor that violates health codes.
- Submission of false information to the state agency
- Not adhering to competitive bid procedures
- Noncompliance with Civil Rights laws and regulations

Please not that all of the above violations can be considered as serious deficiencies depending upon the severity and systematic nature of the violations

SERIOUS DEFICIENCY PROCESS

- The SA shall terminate the Program agreement with any sponsor which it determines to be seriously deficient (SD).
- However, the SA shall afford a sponsor reasonable opportunity to correct problems before termination the sponsor for being seriously deficient.
- This is a requirement by USDA Regulations.

SERIOUS DEFICIENCY PROCESS (CONT'D)

- Once a sponsor has been determined to be Seriously Deficient, the state will issue a Notice of Serious Deficiency (NSD) letter, indicating the:
 - Program violations the sponsor has been cited for,
 - Required corrective action, and
 - Date upon which the corrective action must be submitted/implemented.

SERIOUS DEFICIENCY PROCESS (CONT'D)

WHEN SPONSORS COMPLY WITH ALL ACTION(S) INDICATED IN THE NSD LETTER:

- If corrective action (CA) is submitted timely and adequately (determined by the State Agency), then termination of the program agreement will not occur.
- The SA will conduct follow-up visits/reviews to ensure that the CA has been permanently implemented.

SERIOUS DEFICIENCY PROCESS (CONT'D)

WHEN SPONSORS DO NOT COMPLY WITH ALL ACTION(S) INDICATED IN THE NSD LETTER:

- ❖ If CA is *not* submitted on time or if the CA provided is not adequate, a Notice of Action (NOA) Letter proposing to terminate the sponsor's program agreement will be sent.
- Termination of the sponsor's program agreement is an appealable action.

SFSP REVIEWS COMMON FINDINGS

ELIGIBLE TO BE DEEMED SERIOUS DEFICIENCIES IN THE OPERATION OF THE SFSP:

- ✓ Record keeping
 - ✓ Incomplete daily meal count (DMC) records and/or satellite account forms
 - ✓ Failure to train and/or maintain training documentation for all staff
- ✓ Submission of false information to the State
 - ✓ Including claims for reimbursement submitted without any/all supporting documentation on file for that claim period
- ✓ Operating the SFSP and claiming reimbursements for meals served at sites that have not received a current health inspection/permit to operate.

SFSP REVIEWS COMMON FINDINGS

ELIGIBLE TO BE DEEMED SERIOUS DEFICIENCIES IN THE OPERATION OF THE SFSP:

- ✓ Meal count errors in claim for reimbursement
- ✓ Incorrect use of OVS please be reminded of the OVS waiver
- ✓ Point of Service (POS) errors
- ✓ Serving meals outside of approved meal time

SFSP REVIEWS: WHEN FINDINGS ARE CITED

- If violations are found during sponsor/site reviews, the **sponsor** (who has entered into a CNP Permanent Agreement with the LDOE) will be required to correct all problems. Whenever possible, the AR team lead will have the sponsor correct problems while conducting the onsite review.
- If a high level of violations are found, the sponsor will receive a Notice of Serious Deficiency letter, which would require a specific <u>Corrective Action Plan</u> (CAP).
- If the State Agency determines that the CAP is adequate, then it will initiate a follow-up system to ensure that sponsors take the specific action as outlined in CAP. This includes follow-up reviews in future program years.

SFSP REVIEWS: APPEAL RIGHTS / ACTIONS

- Any approved SFSP sponsor denied participation in the program or denied program payments may obtain a hearing by an official other than the one directly responsible for the original determination.
- In Louisiana, a judge from the Division of Administrative Law (DAL) will conduct the hearing of the appeal in court and render a decision on the appeal.

SFSP APPEALABLE ACTIONS

Appealable Items Include:

- Denial of sponsor's request for an advance payment
- Denial of a sponsor's claim for reimbursement (except on decisions made by FNS in regards to late claims or upward adjustments)
- Termination of a sponsor's participation in the program
- Denial of a sponsor's site application
- Claim against a sponsor for remittance of a payment
- Refusal by a state agency to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim.

See the CNP website, SFSP Resource Section (subheading → state agency procedures) for more information.

SFSP APPEALABLE ACTIONS

TO REQUEST AN APPEAL, SPONSORS MUST:

 Respond, in writing, to the Notice of [Proposed] Action (NPA or NOA)/ Serious Deficiency (SD) Letter issued by the SA within the timeline proposed, indicating that the sponsor wishes to appeal.

If a timely appeal request is received by the SA, it is acknowledged and forwarded to the Division of Administrative Law (DAL) in order for the necessary proceedings to take place.

SFSP APPEALABLE ACTIONS

APPEAL PROCEEDINGS – NEXT STEPS:

- Once an appeal is forwarded to DAL, all parties are contacted by this agency to set up a date/time for a conference call to take place.
- If all parties wish to proceed, a hearing will be scheduled to take place in Baton Rouge, LA, at the Administrative Law building.
- A decision will be rendered, in writing, by the assigned DAL Judge, within five working days following the hearing.

SFSP Waiver Information



OVERVIEW OF PROGRAM CHANGES EFFECTIVE SUMMER 2019...



- USDA Food and Nutrition Services (FNS) rescinded several SFSP Flexibilities on October 11, 2018, as part of memo SFSP 01-2019. This memo was posted as memo SFS-19-09 (Click Here!) on the CNP website (SFSP Memos Section) with the title "Summer Food Service Program Memoranda Rescission".
- Further clarification/detail was furnished by FNS via the
 "Questions and Answers Rescission of Nationwide
 Waivers in the Summer Food Service Program" memo that
 was posted to the CNP website as memo SFS 19-35
 [Click Here!] (with title "Q and A SFSP Rescission
 Webinar".

OVERVIEW OF PROGRAM CHANGES EFFECTIVE SUMMER 2019...



- These FNS rescissions are still in place for Summer 2020.
- This means that without the use of an approved waiver,
 SFSP Sponsoring Organizations will strictly default to the
 SFSP Regulations for the applicable areas.
- The impact of these rescissions, along with waiver options for sponsors for the upcoming SFSP will be further explained in this section.

REGULATIONS

OVERVIEW OF PROGRAM CHANGES EFFECTIVE SUMMER 2019...

These rescissions impact the SFSP in the following areas:

- 1. Offer versus Serve (OVS)
- 2. Program Monitoring
- 3. Meal Service Timing
- 4. Closed-Enrolled Sites (eligibility determination)

These areas will be covered in detail in the next portion of this training.

OFFER VERSUS SERVE (OVS) WAIVER INFO

SUMMER 2020

SFSP RESCISSION CHANGES OFFER VERSUS SERVE (OVS)

- In the 2019 SFSP, rescission of SFSP OVS Flexibilities impacted:
 - All Non-SFA Sponsoring Organizations who wished to utilize the OVS option
 - SFA Sponsoring Organizations who wished to follow the SFSP Meal Pattern (as opposed to the School Meal Pattern*) with the option for OVS.

Prior to the start of the 2019 SFSP, LA Department of Education (LDOE), Division of Nutrition Support (DNS), applied and received USDA's approval for use of a statewide OVS Waiver.

* School Meal Pattern refers to the National School Lunch Program and/or School Breakfast Program Meal Pattern, which SFAs may elect to use in their SFSP.

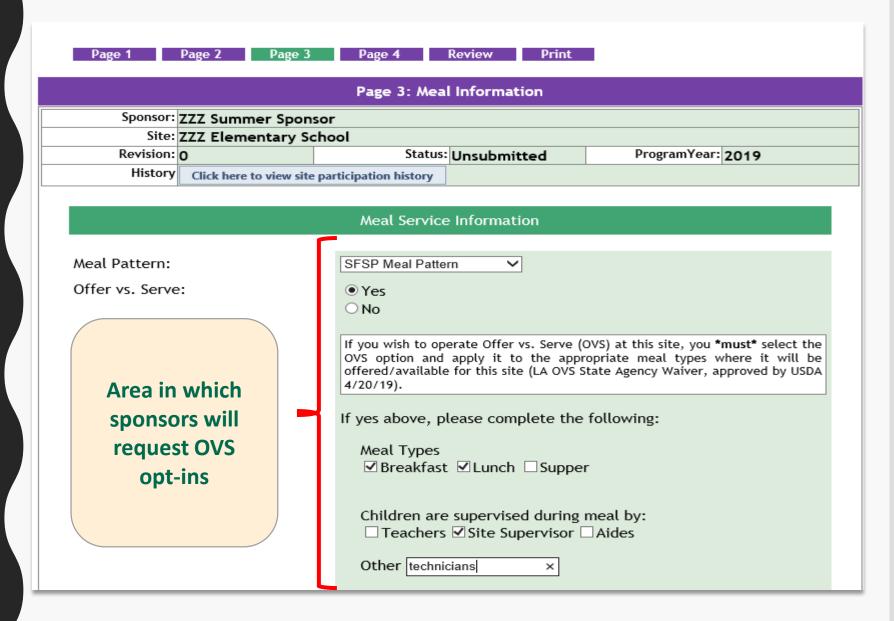
THE 2019 SFSP OVS WAIVER RECAP & DISCUSSION

- By receiving approval for this waiver, the state agency (SA) became the approving authority for use of OVS with the SFSP Meal Pattern.
- Application to request use of OVS with the SFSP Meal Pattern was completed by sponsors in the usual manner; requests to opt in were done via completion/submission of the facility-level application(s).
- Ultimately, a total of <u>33 sponsoring organizations</u> (29% of approved sponsors) requested (and received approval for) use of the OVS option with the SFSP Meal Pattern.
 - 17 of these sponsors were SFAs (203 sites)
 - 16 of these sponsors were non-SFA sponsors (97 sites)

THE SFSP OVS WAIVER SA PLANS FOR THE 2020 SFSP

- On Monday, January 6, 2020, LDOE DNS submitted a request for statewide approval to implement the OVS Waiver in its 2020 SFSP.
- If approval is granted to the SA for the 2020 SFSP OVS Waiver, notification will be provided to sponsors (via SFSP Memos). Additionally, a blast notification email will be sent to all individuals signed up for the DNS Mailing List Feature.
- After receipt of SA OVS Waiver Approval, sponsor requests for use of OVS with the SFSP Meal Pattern will be made in the same manner as done in previous years (via the CNP Online Facility-Level Application).

TO REQUEST USE OF OVS (SFSP MEAL PATTERN)



THE SFSP OVS WAIVER SA PLANS FOR THE 2020 SFSP

Sponsors that choose to utilize OVS with the SFSP Meal Pattern, please be reminded of the following:

- OVS is <u>not</u> available for the snack/supplement meal offering.
- When implemented at lunch/supper, children must be offered a minimum of five (5) items from four (4) component groups, with the option to decline a maximum of two offerings.
- When implemented at breakfast, children must be offered a minimum of four (4) items*, with the opportunity to decline one, including offerings from the three (3) required component groups, as follows:
 - Fruit/Vegetable
 - Bread/Grain
 - Milk

*Reminder: the 4th breakfast item may be in the form of an *additional serving* of:

- Fruit or vegetable (different type)
- Bread/grain

OR

The 4th item could be a meat/meat alternate (M/MA) offering (in the required minimum portion), despite this not being a required component for SFSP breakfast.

PROGRAM MONITORING WAIVER INFO

SUMMER 2020

SFSP RESCISSION CHANGES PROGRAM MONITORING

- In the 2019 SFSP, Rescission of Program Monitoring Flexibilities Impacted:
 - All SFSP Sponsoring Organizations with returning sites that operated successfully during the previous summer and had no serious deficiency findings *.

Prior to Summer 2019, FNS flexibility allowed for returning sponsors to *waive* the 1st week Monitoring Visit for returning sites that met the criteria stated above*. However, without receipt of a waiver, beginning in 2019, all returning sites required both a 1st week *and* a 1st four week monitoring visit/review.

2019 PROGRAM MONITORING WAIVERS RECAP & DISCUSSION

- In Summer 2019, the SA did <u>not</u> request a Program Monitoring Waiver. However, the SA did provide one-on-one assistance to sponsoring organizations who wished to request approval (by USDA) for use of the Program Monitoring Waiver in their program.
- Ultimately, a total of seven (7) sponsoring organizations
 (6% of approved sponsors) applied (and received USDA approval) for
 the Program Monitoring Waiver in Summer 2019.
 - This waiver approval allowed these sponsors to proceed with completion of the 1st four (4) week monitoring review of returning/successful sites (waiving the required 1st week monitoring).

THE SFSP PROGRAM MONITORING WAIVER SA PLANS FOR THE 2020 SFSP

- On Monday, January 6, 2020, LDOE DNS submitted a request for approval to implement the Program Monitoring Waiver in its 2020 SFSP for select sponsors. The sponsors named in this request were the seven (7) that received this waiver approval in Program Year 2019.
- If approval is granted by USDA to the SA for the 2020 SFSP Program Monitoring Waiver, notification will be provided to all sponsors. The sponsors named in the SA's waiver will be eligible to waive the 1st week monitoring visit once more in Summer 2020 (for returning/successful sites).
- Any other sponsor who wishes to request approval for the Program Monitoring Waiver may do so by contacting the SA directly.

THE SFSP PROGRAM MONITORING WAIVER SA PLANS FOR THE 2020 SFSP

- Any SFSP Sponsoring Organization who did not apply for the Program
 Monitoring Waiver in PY 2019 may still do so for the upcoming 2020 SFSP.
- In 2020, the SA will apply for a Program Monitoring Waiver on the sponsor's behalf, as long as the sponsor provides <u>written notice</u>* of its intent to use this waiver to the SA *on or before April 15*th.
- Please note that once the request has been drafted by the SA, it will be forwarded to USDA for approval.

* Please send waiver request via email to: Shanna.Legier@la.gov

THE SFSP PROGRAM MONITORING WAIVER

- For any sponsor who does <u>not</u> request (and receive approval) to use the Program Monitoring Waiver in Summer 2020, please be reminded of the following:
 - Brand new sites must receive three (3) monitoring visits/reviews, as follows:
 - Pre-operational Visit
 - 1st Week Visit
 - 1st Four (4)-Week Review
 - Returning sites (even if successful/non-problematic in the prior summer),
 must receive two (2) visits/reviews, as follows:
 - 1st Week Visit
 - 1st Four (4)-Week Review

Please be reminded of USDA's Sponsor Monitor's Guidance Book, located at the following link:

http://www.fns.usda.gov/sfsp/handbooks

MEAL SERVICE TIMING WAIVER INFO

SUMMER 2020

SFSP RESCISSION CHANGES MEAL SERVICE TIMING

In the 2019 SFSP, rescission of Meal Service Timing Flexibilities impacted:

- Any returning sponsoring organization who wished to:
 - Offer a breakfast and/or snack meal service for more than (>) 1 hour
 - Offer a lunch and/or supper meal service for > 2 hours
 - Space meal service times more closely than regulations allow.
 Please note that per the SFSP Regulations,
 - At least three (3) hours must elapse between the beginning of one meal service (including snacks) and the beginning of another meal service
 - If lunch and supper are offered at a given site, then at least four (4) hours must elapse between the start of each, provided that no snack is served.

Prior to Summer 2019, FNS flexibilities were in place that allowed sponsors to exceed the meal service length maximums and/or to violate the meal service timing/spacing rules. These flexibilities were removed from the CNP Application beginning in PY 2019.

2019 MEAL SERVICE TIMING WAIVERS RECAP & DISCUSSION

- In Summer 2019, the SA did <u>not</u> request a Meal Service Timing Waiver. However, the SA did provide one-on-one assistance to sponsoring organizations who wished to request approval (by USDA) for use of the Meal Service Timing Waiver in their program.
- Ultimately, a total of four (4) sponsoring organizations
 (3.5% of approved sponsors) applied (and received USDA approval) for the Meal Service Timing Waiver in Summer 2019.
 - This waiver approval allowed these sponsors to proceed with meal timing/spacing flexibilities at any/all of their 2019 SFSP Sites.
 - Note that in 2019, on account of this rescission, edits were built into the CNP system which <u>prevented</u> meal service timing rules from being broken.

THE SFSP MEAL SERVICE TIMING WAIVER SA PLANS FOR THE 2020 SFSP

- On Monday, January 6, 2020, LDOE DNS submitted a request for approval to implement the Meal Service Timing Waiver in its 2020 SFSP for select sponsors. The sponsors named in this request were the four (4) that received this waiver approval in Program Year 2019.
 - If approval is granted by USDA to the SA for the 2020 SFSP Meal Service Timing Waiver, notification will be provided to all sponsors. The sponsors named in the SA's waiver will be eligible to exceed max serving times and/or space meals more closely than regulations allow, as needed, in Summer 2020 (as done in Summer 2019).
- Any other sponsor who wishes to request approval for the Meal Service
 Timing Waiver may do so by contacting the SA directly.

THE SFSP MEAL SERVICE TIMING WAIVER SA PLANS FOR THE 2020 SFSP

- Any SFSP Sponsoring Organization who did *not* apply for the Meal Service Timing Waiver in PY 2019 may still do so for the upcoming 2020 SFSP.
- In 2020, the SA will apply for a Meal Service Timing Waiver on the sponsor's behalf, so long as the sponsor provides <u>written notice</u>* of its intent to use this waiver to the SA *on or before April 15*th.
- Please note that once the request has been drafted by the SA, it will be forwarded to USDA for approval.

* Please send waiver request via email to: Shanna.Legier@la.gov

THE SFSP MEAL SERVICE TIMING WAIVER

- For any sponsor who does <u>not</u> request (and receive approval) to use of the Meal Service Timing Waiver in Summer 2020, please remember the following:
 - Breakfast and/or Snack Meal Service must not exceed one (1) hour in length.
 - Lunch and/or Supper Meal Service must not exceed two (2) hours in length.
 - There must be at least three (3) hours that elapse between the start of one meal service, including snacks, and the start of the next.
 - If both lunch and supper are offered at a site (most commonly seen among university-based/Upward Bound programs), at least four (4) hours must elapse between the start of these meal service types (provided that no snack is served).

The CNP Website is set to the requirements above and will not allow a sponsoring organization to break these rules, without there first being a Meal Service Timing Waiver Approval in place.

CLOSED ENROLLED (CE)- SITE WAIVER INFO

SUMMER 2020

SFSP RESCISSION CHANGES CLOSED-ENROLLED (CE) SITES

In the 2019 SFSP, rescission of Closed-Enrolled Site Flexibilities impacted:

- Any returning sponsoring organization who wished to:
 - Operate a Closed-Enrolled (CE) Site in its SFSP.
 - The previous flexibility, which allowed for (Free & Reduced [F/R]) area eligibility to be extended to CE sites, for free eligibility purposes, was removed with the November 2018 SFSP Rescissions.
 - Prior to Summer 2019, sponsors were able to establish CE-Eligibility of Sites by accessing their facility-level applications and selecting a school from the site's dropdown list (which listed schools with qualifying F/R data in the attendance zone of the SFSP site).

Prior to FNS flexibilities granted in 2002, sponsors of CE sites had to prove free eligibility of the site with documentation showing that 50% or more of the children enrolled at the site qualified for F/R meal benefits (via Meal applications).

2019 CLOSED-ENROLLED SITE WAIVERS RECAP & DISCUSSION

- In Summer 2019, the SA did <u>not</u> request a Closed-Enrolled (CE) Site Waiver. However, the SA did provide one-on-one assistance to sponsoring organizations who wished to request approval (by USDA) for use of the CE Site Waiver in their program.
- Ultimately, a total of six (6) sponsoring organizations (5% of approved sponsors) applied (and received USDA approval) for the CE Site Waiver in Summer 2019.
 - This waiver approval allowed these sponsors to continue to use F/R area eligibility to establish free eligibility at CE sites.
 - However, it was determined prior to the start of the 2019 SFSP that Community Eligibility Provision (CEP) data could also be applied for the establishment of CE Site Eligibility (without the need of a waiver). Therefore, the SA provided this data to all sponsors via their online facility-level app.

THE SFSP CE SITE WAIVER SA PLANS FOR THE 2020 SFSP

- On Monday, January 6, 2020, LDOE DNS submitted a request for approval to implement the CE SITE Waiver in its 2020 SFSP for select sponsors. The sponsors named in this request were the six (6) that received this waiver approval in Program Year 2019.
 - If approval is granted by USDA to the SA for the 2020 SFSP CE Site Waiver, notification will be provided to all sponsors. The sponsors named in the SA's waiver will be eligible to apply FR student data to establish site eligibility (as done in previous years and/or in Summer 2019).
- Any other sponsor who wishes to request approval for the CE Site Waiver may do so by contacting the SA directly.

THE SFSP MEAL SERVICE TIMING WAIVER SA PLANS FOR THE 2020 SFSP

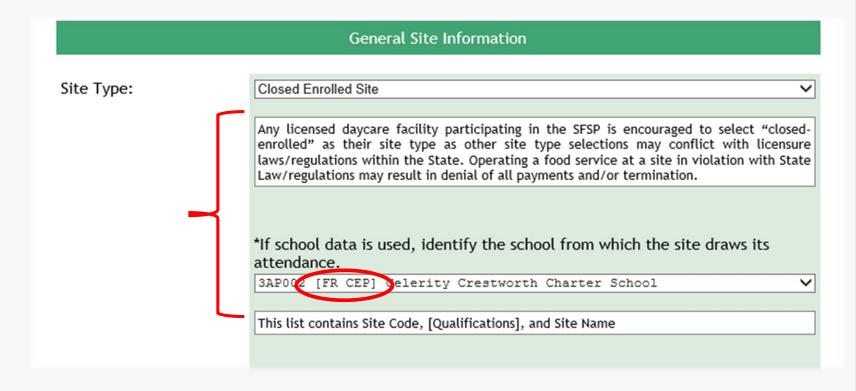
- Any SFSP Sponsoring Organization who did *not* apply for the CE Site Waiver in PY 2019 may still do so for the upcoming 2020 SFSP.
- In 2020, the SA will apply for a CE Site Waiver on the sponsor's behalf, so long as the sponsor provides <u>written notice</u>* of its intent to use this waiver to the SA *on or before April 15th*.
- Please note that once the request has been drafted by the SA, it will be forwarded to USDA for approval.

* Please send waiver request via email to: Shanna.Legier@la.gov

THE SFSP CE SITE WAIVER

For any sponsor who plans to host SFSP at one (or more) CE Sites:

- Please be sure to contact the SA to determine next steps.
- Note that with the expansion of the CEP/universal meal option throughout the state, it is likely that a CE site may qualify for free meals without use of the SFSP CE Site Waiver or without having to utilize individual meal applications.



SFSP WAIVER RECAP

SUMMER 2020

PLANS FOR 2020 SFSP WAIVERS INCLUDE THE FOLLOWING:

OVS Waiver-

The SA has applied for a Statewide OVS Waiver. Once approval is granted, the State Agency will become the approving authority for use of OVS with the SFSP Meal Pattern. Approvals will be granted through the typical online application process (OVS opt-in's made via the facility-level app).

Program Monitoring, Meal Service Timing, and CE-Site Waivers —

The SA has applied for a waiver that would allow those sponsors having received a Program Monitoring Waiver in Summer 2019 to continue to utilize this flexibility in their 2020 operations. Any additional sponsor requests received on or before April 15th will be included in a SA Waiver Request as well.

IF YOU ARE UNDECIDED ON HOW YOU WISH TO PROCEED FOR SUMMER 2020...

- Please feel free to contact the SA should you have any SFSP Waiver-Related Questions.
 - General Office Number SFSP 225-342-9661
 - General Email <u>childnutritionprograms@la.gov</u>
 - Direct Office Number SFSP Coordinator 225- 342-3677
 - Direct Email Address- SFSP Coordinator Shanna.Legier@la.gov